

MINUTES OF THE PARISH LIAISON MEETING

Wednesday 9 June 2021, 5pm

Virtual meeting via Teams

Attendance

Attendees

Lindsay Swinfield, Appleby Magna Parish Council
Jack Fargher, Ashby de la Zouch Town Council
Melanie Mitchell, Ashby de la Zouch Town Council
Andrea Robinson, Ashby Woulds Town Council
Cllr Nicola Burbidge-Mullen, Belton Parish Council
Sam Lockwood, Breedon on the Hill Parish Council / Long Whatton & Diseworth PC
Cllr Shaun Ambrose-Jones, Castle Donington Parish Council
Fiona Palmer, Castle Donington Parish Council / Coleorton PC / Swannington PC
Cllr Maureen Havers, Charley Parish Council
Cllr Russell Johnson, Hugglescote & Donington le Heath Parish Council
Simon Weaver, Hugglescote & Donington le Heath Parish Council
Cllr Ray Sutton, Kegworth Parish Council
Cllr Colin Manifold, Measham Parish Council
Dawn Roach, Measham Parish Council
Alain Skelding, Normanton le Heath Parish Meeting
Cllr Angela Bexton, Ravenstone with Snibston Parish Council
Cathy Tibbles, Whitwick Parish Council
Cllr Leon Spence, Whitwick Parish Council

Presenters

Paul Sanders, NWLDC, Head of Community Services
Ja'Neen Day, LRALC, Deputy Chief Executive
Sue Dann, Leicestershire County Council, Special Projects Delivery Officer
Ian Webster, NWLDC, Senior Enforcement Officer
Mark Tooley, NWLDC, Senior Enforcement Officer
Wendy May, NWLDC, Cultural Services Team Manager
Lee Mansfield, NWLDC, Environmental Health Team Manager

Councillors/Officers

Cllr Andrew Woodman, NWLDC, Portfolio Holder for Community Services
Catherine Ridgway, NWLDC, Interim Community Focus Team Leader
Zara Barnes, NWLDC, Interim Community Focus Officer
Gillian Squires, NWLDC, Community Focus Officer

Apologies

Cllr Ray Morris, Breedon Parish Council
Jan Shepherd, Heather Parish Council
Louise Bennett, Leicestershire County Council
Lisa Clarke, Osgathorpe Parish Council
Sarah Tombs, Stretton en le Field Parish Meeting
Karen Stirk, Swepstone Parish Council

	Detail	Actions
1	<p>WELCOME – PAUL SANDERS</p> <ul style="list-style-type: none"> • PS welcomed everyone to the meeting and outlined the agenda for the evening. • PS noted that Emma Trahearn will be returning to work on 5 July 2021 and thanked Catherine Ridgway for the great job she has done to cover Emma’s maternity leave. • PS reminded everyone that there is still lots of PPE available for parish councils to use for themselves and/or pass on to community groups. Please contact your Community Focus officer. • There is also some CONTAIN funding available for parish councils to help get things up and running as we move out of lockdown, eg. could be used for meeting venues, etc. Please contact your Community Focus officer. • The Community Focus team will also be making appointments to get feedback on NWLDC services via a short parish survey. 	
2.0	<p>LEICESTERSHIRE & RUTLAND ASSOCIATION OF LOCAL COUNCILS – JA’NEEN DAY</p> <ul style="list-style-type: none"> • AGM will be held on Sat 18 September. Would like a representative from each council please. Will be a full day online meeting and will include the normal stall holders, etc. • Closing date for the Government’s call for evidence regarding remote meetings is 17 June, please consider responding. Local associations, including LRALC, are lobbying Government to bring in primary legislation to enable parish councils to continue to meet virtually where desired. • LRALC has applied for further funding to support town/parish councils and meetings as we move away from lockdown. • Councillor training is available on a variety of dates, please encourage new councillors to sign up for this training but it is also useful as a refresher for more experienced councillors. • New report writing course for clerks and councillors is proving popular. Please get in touch for further details. • CILCA training is fully booked for this year but if you are interested in this please drop LRALC a line. <p>Q&A</p> <p>Q. Update on code of conduct? A. JD to chase, will notify everyone when information comes back and will be organising training on this in due course.</p>	JD
3.0	<p>HIGHWAYS A ROADS TO ZEBRAS – SUE DANN</p> <ul style="list-style-type: none"> • SD outlined her role in the Special Projects’ team at LCC and gave a short presentation. • A new website called Leicestershire Highways: A Roads to Zebras has been launched, this provides self-service information for parishes and communities. 	

	<p>It is user-friendly, with lots of visuals and has been made as jargon-free as possible.</p> <ul style="list-style-type: none"> • The website includes updates and processes for submitting traffic schemes, including typical costs, etc. • Next steps – the website will be developed to include information on flooding/drainage, highway operations and planning. • SD requested that town/parish councils trial the website and provide feedback to the team. Email: Trafficwebsite@leics.gov.uk <p>Q&A</p> <p>Q. Are speed cameras covered? A. SD to investigate and see if this can be added. SD to feed in issues with speeding vehicles in Hugglescote.</p> <p>Q. Is there anything on the website that helps to identify who owns which assets? This is one of the biggest issues for parishes. A. SD to add to list to review, this will be a large piece of work before it can be added to the website.</p>	<p>ALL</p> <p>SD</p> <p>SD</p>
<p>4.0</p>	<p>PARISH LITTER PICKING EQUIPMENT – IAN WEBSTER & MARK TOOLEY</p> <ul style="list-style-type: none"> • IW provided an update on NWLDC's Zero Litter Campaign, a two-year scheme that aims to tackle the district's litter problems, including fly-tipping and dog fouling. During lockdown there was a large increase in littering and flytipping and £15,000 is being made available for litter kits. • Lockdown saw an increase from 120 to 360 NWLDC litter pick volunteers, meaning demand has been high for provision of kit and collection of litter. • North Leicestershire Litter Wombles – this group has collected over 6,700 bags of litter from January 2021 to now. This has raised a huge demand for litter bags and collection. • The £15,000 funding will provide high vis vests, litter pickers and collection bags to be distributed to town/parish councils to distribute within their communities. • NWLDC has set aside 20 sets of litter picking equipment, including 200 bags, for each town/parish council. You will also be supplied with additional bags free of charge as required. IW invited all town/parish councils to sign up and kit will be delivered to the address provided. • Bags are now bright blue in agreement with other local authorities across Leicestershire to make sure that litter picking waste collected is not confused with flytipping. • So far there have been 10 parish council sign ups in our district and the first three sets of kits were delivered to parish councils this morning. • Litter pickers can book a pick in advance online. • Parish councils will also be emailed a copy of guidance for volunteer litter pickers, which can then be shared to community groups and individuals. • NWLDC's public liability insurance (PLI) only applies to a litter pick organised by NWLDC that has been risk assessed by NWLDC staff. Informal litter picks carried out by individuals or groups are not covered by NWLDC's PLI. • IW requested that, when parish councils order litter picking equipment, they also please fill out a short survey form as this will help identify how NWLDC can support litter pick volunteers more. 	<p>ALL</p>

	<p>Q&A</p> <p>Q. Where do we get signage for litter picking on roads? A. NWLDC does not provide signage for litter picking on roads as we advise volunteers to litter pick only where it is safe, therefore will not require signage. NWLDC wants to keep everyone safe so does not encourage litter picking anywhere close to the highway or in ditches, etc. Litter picking is a great activity for families but we want volunteers to stay safe. We do not want any deaths on our roads.</p> <p>Q. We are starting to find larger items that litter pickers should not be picking up, eg. settees, cookers, fridges. A lot of these appear to be coming from housing tenants. It is time that NWLDC looks to clean up gardens, pick up items, etc. All we can do is report them. A. Please continue to report it via the Report It function. Any flytips will be investigated by enforcement officers. IW to pick up this issue with Housing colleagues to strengthen work already being carried out.</p> <p>Q. Where is the litter coming from? Need cameras to catch the people who are dropping litter. A. As part of the enforcement campaign officers are picking hot spot areas every month and focusing enforcement there. Recently carried out activity in a hot spot area during May and opened 22 cases and issued 10 fixed penalty notices (FPNs) for littering and 2 FPNs for flytipping. Education is also key and this will also continue, with school visits and messages going out on social media.</p>	IW
5.0	<p>EVENT MANAGEMENT AND DELIVERY – COVID 19 – LEE MANSFIELD & WENDY MAY</p> <ul style="list-style-type: none"> • LM outlined NWLDC’s approach to event management and delivery, including the Event Notification form, which needs to be filled in for any public events that are planned. For events with over 500 people the event organiser will need to complete more of the form. They should complete what they can of the form and not worry if they feel they cannot answer every single question. • The event notification form will be circulated to relevant Safety Advisory Group members such as Highways and Police. Highways will cross reference the event notification with planned roadworks to ensure that this does not cause any issues for the event. Other agencies may make contact to provide advice. • If an event is considered high risk a safety advisory group may be called to provide professional advice to the event organiser. Local examples where a safety advisory group would be set up are Download and Ashby Statutes. It might be that a group is set up for the first year of a significant event and this irons out any issues for future years, hence it is not required beyond the first year. The group provides positive support to event organisers to help ensure their event runs as smoothly as possible. • COVID restrictions – there is a short COVID-19 event planning questionnaire that event organisers need to fill in to document how their event will run. The event organiser only needs to provide a brief outline for small events. • LM shared the following current COVID restrictions for events under stage 3 of the government’s recovery roadmap: <ul style="list-style-type: none"> ○ Indoor events – can only have 1000 people or 50% capacity (whichever is lower) 	

	<ul style="list-style-type: none"> ○ Outdoor events - the maximum is 4000 people or 50% (whichever is lower) ○ Seated outdoor venues maximum number is 10,000 people or 25% capacity (whichever is lower) ● Publicity – please be aware that NWLDC can help to promote events. WM requested that town/parish councils share the weblink on their own webpages to help promote this to groups within their area. ● WM outlined the What's On webpage and requested town/parish councils help promote this. It is possible to add photos/posters/etc as well as text. NWLDC will pick up some of these events to promote via its social media feed. ● WM outlined that, where a road closure is needed, NWLDC can help with collective road closure notices. The administration cost for one road closure is approximately £600. However, it is possible to bundle together a number of events under one application. ● WM provided an example of county-wide road closures from July to September; by putting them in collectively, the road closure costs for Ashby Statutes and Timber Festival has cost £65 instead of £600 each. If you are planning to submit any Temporary Traffic Regulation Orders (TTROs) for 2022, please contact Wendy May to discuss further. <p>Q&A</p> <p>Q. Donington Park currently has a limited number of ‘noisy days’ that they are permitted per year. Query about why Environmental Health is not involved with the planning application for the proposed motocross track in Castle Donington, which will impact local residents just as much.</p> <p>A. PS to raise with Clare Proudfoot, who covers this area.</p> <p>Q. Are event numbers picking up again?</p> <p>A. There are a surprisingly high number of events planned in our district given the COVID situation. North West Leicestershire generally has a large number of events compared to other local areas. Download and Timber festivals will have large numbers of people attending over the next few weeks.</p>	<p>ALL</p> <p>ALL</p> <p>PS</p>
<p>6.0</p>	<p>ANY OTHER BUSINESS</p> <p>None raised.</p>	
<p>7.0</p>	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> ● Thrs 2nd September – clerks’ only meeting. Please send through any agenda items in advance. 	<p>CF</p>