

MINUTES OF PARISH LIAISON MEETING

Tuesday 4th June 17:30 – 20:00
In person – Canine Partners, Osgathorpe

Attendance		
Town and Parish Councils		
Andrea Robinson – Clerk to Ashby Woulds Town Council		
Angus Sowter – Councillor to Castle Donington Parish Council		
David Bamford – Councillor to Long Whatton & Diseworth Parish Council		
Debbie Warren – Councillor to Oakthorpe, Donisthorpe & Acresford Parish Council		
Donna Purday – Clerk to Heather Parish Council		
Fiona Palmer – Clerk to Castle Donington Parish Council, Coleorton Parish Council and Swannington Parish Council		
Lawence Ordish – Councillor to Ashby Woulds Town Council		
Mel Mitchell – Deputy Clerk to Ashby de la Zouch Town Council & Clerk to Osgathorpe Parish Council		
Mick Warrner – Vice Chair to Oakthorpe, Donisthorpe & Acresford Parish Council		
Mike McIntyre – Vice Chair to Lockington-cum-Hemington Parish Council		
Philip Harris – Councillor to Heather Parish Council		
Ruth Oakley – Councillor to Measham Parish Council		
Sharon Kaye – Parish Manager to Whitwick Parish Council		
Siobhan Dillon – Councillor to Coleorton Parish Council		
Presenters		
Michele Walde – Learning and Development Manager, Keep Britain Tidy		
Officers		
Paul Sanders – Head of Community Services, NWLDC		
Molly Neeson – Communities Administration Support Officer and note taker, NWLDC		
Jason Knight – Leisure Services Team Manager, NWLDC		
Gillian Squires – Community Focus Officer, NWLDC		
Emma Trahearn – Community Focus Team Leader, NWLDC		
	Detail	Actions
	NETWORKING	17:30
	<p>OPENING THE MEETING</p> <p>Paul Sanders, Head of Community Services, NWLDC Welcomes everyone to the venue and apologises for having to leave at 18:30. Agenda is shared and ran through by Paul.</p> <p>Paul shared an update from Ian Nelson, Planning Policy Team Manager NWLDC.</p> <p><i>Officers are currently going through the 650+ individual responses that were received to the Local Plan consultation undertaken in February/March. The responses will be published on the Council's website shortly. The responses and possible changes to the plan will be considered at future meetings of the Local Plan Committee, currently scheduled for 9 July, 14 August and 26 September.</i></p> <p>Unfortunately, Jake is off sick but provided an update which will be circulated with the minutes. Paul also ran through the document at the meeting.</p>	18:00

GREEN FLAG: What Is It, What Would Be the Benefits to Having a Green Flag Status and How To Apply. Michele Walde, Keep Britain Tidy Feedback from Mel Mitchell, Ashby de la Zouch Deputy Town Clerk, to provide an insight from a town council who have a Green Flag.

Michele shared the presentation and ran through the slides. The presentation will be shared with the minutes.

Michele advises the funding for the scheme is paid by application fees. Eligibility and typology are explained, and examples shared. The parameter on the space needs to meet certain criteria, but there are no size limitations. The key points are that it needs to be publicly accessible and free to enter, however there can be emendates on site that can be chargeable. There must be management documentation in place that shows how the space is ran daily.

Benefits of the Green Flag Award were discussed.

The Green Flag Award process is explained:

- 1 – Application
- 2 – Judge allocation
- 3 – Desk assessment
- 4 – Site assessment
- 5 – Feedback report

The first year allows for the judgment of the sites and in the second year there is a “mystery shopper” assessment.

Application can be found at www.greenflagaward.org

Information required:

- Site description
- Contact details
- Publicity information
- Management plan
- Application fee

Judge criteria is explained, and examples are given.

The assessments are:

- Green Flag Award
- Interim Assessment
- Community Award

The scoring line is shared and explained with examples.

Scoring points are shared and explained in depth with multiple examples given. These will be shared with the minutes.

Michele advises if nine of the criteria points do not apply to the space in mind it would not qualify for a Green Space Award. Guidance is available and hard copies are given away for those who are interested, but it is also downloadable onto eBook.

Further information can be found here:

www.greenflagaward.org

Contact details:

Michele.walder@keepbritaintidy.org

Feedback from Deputy Clerk Mel Mitchell at Ashby de la Zouch Town Council who have a green flag.

Mel advises their space was judged on 31st May 2024; this is the fifth year. Mel advises it is time consuming pulling all the information together, however the benefits are great it does increase the profile of the space and the town. It is great to get more of the public involved and get more people talking within the town. Surveys have been completed in the community and the responses have almost doubled since the last time a survey was completed within the community. Mel also advises she is available to offer support and encourages the room to get in touch with her if they need advice.

Q & A

Q: How many assessments do they do a year?

A: 800 judges in England and they are asked to judge two sites per year.

Q: Is there any funding available?

A: Funded through application fees and there is no additional funding available.

Q: Why is that the case?

A: There is support through Historic England. It was historically funded through a government paid contract and money was given by government. But now there are no funding opportunities.

Q: What kind of security is there for when a space becomes accredited?

A: We work with the Fields in Trust to encourage people to have their land protected through them, however, multiple sites wouldn't be appropriate to go through the Fields in Trust process.

LRALC UPDATE. Jake Atkinson, Chief Executive, Leicestershire & Rutland Association of Local Councils

Paul Sanders reads through Jake's write up. Write up will be shared with the minutes.

Paul addresses the special expenses concerns and advises it will be an agenda item in the September meeting.

Paul advises the development plans team has an update that will be shared. 650 responses have been received and they are being analysed to be published soon. Local plan committee will be July, August & September 2024.

Jake's write up also discusses the round robin email and the training bulletins every month. All members of the councils are encouraged to read what is shared by LRALC. New and returning chairs are encouraged to join the chairman training.

The general election is discussed with the live debate happening 4th June 2024 at 9pm. Jake has also shared some guidance on etiquette during prelection time. The returning officer at NWLDC can advise if in doubt.

Audit is also ongoing, and some reports have been returned to Parish / Town Councils.

Model financial regulations will be issued in May, all members are encouraged to take their time and adopt them to their council. There are free briefings and sessions available in June.

18:05

ANY OTHER BUSINESS • Grant available to NWL Parish and Town Councils • Parish and Community Opportunity: Electric Vehicle Charging & Community Car Club • Pre-election update • Forward Plan •

Emma Trahearn shared the grants available and advises there are leaflets available in the room.

Grants update:

- [Zero Carbon Grant](#)
- [Green Shoots](#)
- [UKSPF Round 3](#) – finishes at the end of June 2024
- [NWL Community Lottery](#) – Parish Councils can apply if it is outside statutory work. Emma can share more T&C's.

[Terms & Conditions for good causes - North West Leicestershire Community Lottery \(nwcommunitylottery.co.uk\)](http://nwcommunitylottery.co.uk)

Applications to join the lottery will not be accepted from:

- Any statutory bodies, including Parish Councils**, schools and academies***
- Individuals
- Organisations that do not provide services within the boundaries of North West Leicestershire
- Organisations which aim to make a profit for the benefit of private individuals rather than the community
- Organisations that cannot provide sufficient evidence of their legal status and governing documents
- Groups promoting a particular religious or political belief or activity, or campaign that does not directly relate to the provision of community activities and services within North West Leicestershire district

** Parish Councils may apply for specific projects that benefit their local Community, outside of their statutory obligations.

***Parent/Friend Associations of schools and academies may apply where properly constituted independently from the school and where all other criteria are met.

More information including a video explaining the NWL Community Lottery - [Community Lottery - North West Leicestershire District Council \(nwleics.gov.uk\)](http://nwleics.gov.uk)

There is also an opportunity for funding for EV charging points (see the presentation). If interested, please contact Ben Dodd (Benodd.envconsulting@gmail.com) or Julia Marshall. (Julia.marshall@nwleicestershire.gov.uk).

General Election 2024

Poll cards will be sent out towards the end of the week. Additional information is shared on the slides. The slides will be shared with the minutes. Tuesday 18th June 2024 is the deadline to register to vote.

Forward Plan

Emma shared that the Chief Executive, Allison Thomas, of the District Council will be chairing the Clerks only meeting on 3rd September 2024. Elizabeth Warhurst (Head of Legal & Support Services at NWLDC) and Anna Crouch (Head Of Finance & Deputy S151 Officer) have been invited. Anna Crouch will also be invited to the December Parish Liaison to discuss budgeting and special expenses.

Q & A

Q: A request from a Cllr on understanding special expenses. It is felt that there is no clarity of availability to attend meetings. Clarity on how the budget is being spent would also be beneficial.

A: The notes from the Clerks meeting will be shared, Anna Crouch will be coming to the December meeting where all are welcome, and Anna will give a budget update.

Q: Concerns raised that the NWLDC website is not accessible enough to find information on the special expenses. Queries raised on the lack of scrutiny with these processes.

A: Emma recognises this concern, will enquire if this can be investigated.

Discussion on playground reports and how they look when shared.

Concerns raised about the reports shared, the detailed report does not go into great depth.

	<p>Q: Closed cemeteries are a concern raised that budget moved from NWLDC special expenses to general budget, difficult for town/parish councils haven't had any scrutiny and seems to be question about double taxation.</p> <p>A: Emma advises this will be taken back and query. Anna Crouch the Finance Manager will be invited but it may be worth inviting Paul Stone the Director of Resources to attend the September and December meeting.</p> <p>Following the above query a document entitled "Question from Councillor Bigby" will be shared with the minutes that will offer more information on this topic.</p> <p>Q: Is December online meeting</p> <p>A: Yes. September Clerks only meeting is in person.</p> <p>Emma asks the attendees if they have any key agenda topics they wish to discuss at the next meeting.</p> <p>A request from a parish council for LCC Highways to be invited to explain their decisions in planning applications. ACTION Emma to follow this up.</p> <p>Emma asks the room if there is a venue for the September meeting Emma thanks Michele for her presentation. Emma also thanks Clerk Mel for her insight and advice in the Green Flag.</p>	
	<p>NETWORKING</p>	<p>19:30</p>
	<p style="text-align: center;">FUTURE AGENDA ITEMS</p> <p style="text-align: center;">Tell us who you would like to hear from or what information you want to know in 2024 and beyond – community.focus@nwleicestershire.gov.uk</p>	
	<p><u>Future Parish Liaison Dates</u></p> <p>NWL Clerks meeting - Tuesday 3rd September 2024 – in person, Legion House, South Street, Ashby, LE65 1BQ</p> <p>NWL Parish Liaison – Tuesday 3rd December 2024 – online</p>	