

MINUTES OF PARISH LIAISON MEETING

Wednesday 2 March, 5pm

Via Teams

Attendance

Alain Skelding, Normanton Le Heath Parish Council
Alex Stretton, Packington Parish Council
Andrea Robinson, Ashby Woulds Town Council
Ann Stafford, Coleorton Parish Council
Anthea Booth, Measham Parish Council
Cathy Tibbles, Whitwick Parish Council
Chris Jones, Worthington Parish Council
Cllr Nicola Burbidge Mullen, Belton Parish Council
Cllr Russell Johnson, Hugglescote and Donington le Heath Parish Council
Colin Manifold, Measham Parish Council
Donna Griggs, Kegworth Parish Council
Fiona Palmer, Coleorton Parish Council / Swannington Parish Council
Jack Fargher, Ashby Town Council
Jan Shepherd, Heather Parish Council
Kelly Grove, Oakthorpe, Donisthorpe and Acresford Parish Council
Lindsay Swinfield, Appleby Parish Council
Melanie Mitchell, Ashby Town Council
Ray Sutton, Kegworth Parish Council
Samantha Lockwood, Long Whatton and Diseworth Parish Council / Breedon Parish Council
Shaun Ambrose-Jones, Castle Donington Parish Council
Simon Weaver, Hugglescote and Donington le Heath Parish Council

Presenters

Ashleigh Sage, Events Coordinator Network Management, Leicestershire County Council
Catherine Ridgway, Community Focus Officer, NWLDC
Elizabeth Warhurst, Head of Legal and Commercial Services, NWLDC
Inspector Rich Muldoon, Leicestershire Police
Kate Hiller, Legal Team Manager and Deputy Monitoring Officer, NWLDC

Councillors/Officers

Emma Trahearn, Community Focus Team Leader, NWLDC
Gillian Squires, Community Focus Officer, NWLDC
Paul Sanders, Head of Community Services, NWLDC
Zara Barnes, Community Focus Officer, NWLDC

Apologies

Andrew Milner, Swepstone Parish Council
Dawn Roach, Measham Parish Council (Colleague, Anthea, attending on Dawn's behalf)
Keith Merrie, Ellistown and Battleflat Parish Council
Kelly Grove, Oakthorpe, Donisthorpe and Acresford Parish Council
Nicola Land, Ibstock Parish Council / Worthington Parish Council
Sarah Tombs, Stretton en le Field Parish Council
Sheila Lunn, Ravenstone with Snibston Parish Council
Stuart Farmer, Ibstock Parish Council

	Detail	Actions
1.	<p>OPENING OF THE MEETING – Paul Sanders</p> <ul style="list-style-type: none"> PS opened the meeting and introduced Elizabeth Warhurst and Kate Hiller. 	
2.	<p>NEW MEMBERS’ CODE OF CONDUCT – Elizabeth Warhurst (EW), Head of Legal and Commercial Services and Kate Hiller (KH), Legal Team Manager and Deputy Monitoring Officer, NWLDC</p> <ul style="list-style-type: none"> EW gave a presentation on the New Members’ Code of Conduct. New code will come into effect on 1 April 2022 for NWLDC. Current Parish / Town Council codes are valid until or if the new code is adopted. Training sessions on the new code will take place in March and April. KH summarised the changes in the new code. Each obligation is shown in bold, and an example given underneath to explain further. One of the biggest changes is in the Interests section, where definitions have been introduced <p>Q&As</p> <p>Q. Will Members be expected to complete a new register of Members’ interests? A. It is a possibility, but the form needs to be reviewed. We will notify you if this is needed.</p> <p>Q. Is it possible to get the New Members’ Code of Conduct in Word version please? A. Yes of course.</p> <p>Q. Will the Town or Parish Clerk still have the power to grant dispensations with the new code? A. It sits in a yellow box in the new Code to reflect to show that the Parish or Town Council can change this provision to reflect their local arrangement.</p> <p>Q. Please can the slides be sent round after the meeting? A. Yes, we will circulate the presentations with the meeting notes.</p>	
3.	<p>ROAD CLOSURE PROCESS – Ashleigh Sage (AS), Events Coordinator Network Management, Leicestershire County Council</p> <ul style="list-style-type: none"> AS introduced the ‘One Network’ Traffic Management tool and explained what it is used for. AS explained what documentation is required in order to process a road closure, known as Temporary Traffic Regulation Order (TTRO). AS also introduced the Traffic Management Plan document template and the Risk Assessment template. A dedicated website has been launched to help plan an event. AS discussed the documentation requirements for registration for Queen’s Jubilee events. Applications for road closure relating to Remembrance will go directly to LCC Events Team this year. 	

<p>4.</p>	<p>NWL TRAINING FOR TOWN & PARISH COUNCILS – Catherine Ridgway (CR), Community Focus Officer, NWLDC</p> <ul style="list-style-type: none"> • CR has developed a training programme for Parish and Town Councils. The first training session will be on: Environmental Crime and Public Space Protection Orders – at the moment both these trainings will be online. • CR asked the group how they want to see training sessions delivered; online, hybrid or face to face. She did note that some training will need to be in person due to the nature of it. <p>Q&As Q. Will there be any crossover with the LRALC training sessions? A. We are working in conjunction with LRALC to see if there are any sessions that we might be able to deliver locally. Some of the sessions currently are delivered out of district so this may help with the take-up and enable individuals to attend who may not previously have been able to due to travel. ACTION Any other training courses that have been delivered out of area previously and are of interest, we can look in to having them delivered locally. Please forward any relevant contacts. Q. Could we ensure any clashes with SLCC local branch meetings are avoided? ACTION A. Yes, please forward the dates after the meeting. Q. What are the fees for the training? A. We may look at asking for a deposit and / or a contribution due to the costs that are incurred, to ensure it is financially viable to deliver the training sessions.</p>	<p>All (Clerks & Cllrs)</p> <p>JF</p>
<p>5.</p>	<p>GREETINGS FROM THE NEW NEIGHBOURHOOD POLICING AREA COMMANDER – Inspector Rich Muldoon (RM), Leicestershire Police</p> <ul style="list-style-type: none"> • RM introduced himself and outlined the challenges and opportunities currently being faced within the district in terms of neighbourhood policing. • There are five policing beats within the district. They are not based on population. • Main current strategic aims are to reduce ASB, to improve road safety and to tackle drug supply specifically concerning child exploitation and county lines. • Neighbourhood Link sign-up rates are currently around 11%. There is a current focus on increasing this rate. This will help police to respond quicker. <p>ACTION to sign up the neighbourhood link as a parish and individual</p> <ul style="list-style-type: none"> • The drug supply issue is nationwide, not just in NWL. There have been some notable recoveries of cannabis in the district recently and it is a significant problem at present. • Communication with parishes needs improvement. Beat newsletters should be circulated to all parishes regularly although this is hit and miss with some. RM is working on improving this communication. • RM talked through how to access the Leicestershire Police web page for a specific local area. The pages provide information on the beat team, beat surgeries and other relevant information. • The Download festival will run in a similar format this year as 2021, with an anticipated up to 80,000 attendees between 8 and 13 June. • The Emergency Services Open Day will take place at the Broad Street Coalville station on Saturday 14 May. All services will be in attendance. <p>Q&As</p>	<p>All (Clerks & Cllrs)</p>

	<p>Q. We have been disappointed by the lack of visibility from the beat team in our area, particularly at parish council meetings.</p> <p>A. This is something I am aware of and working on to try and improve.</p> <p>Q. When will you be doing a speed watch in a potentially dangerous road in our village?</p> <p>A. The mobile camera figures are circulated to the beat teams, although they may not share this information with you. This also links to the improvements that are looking to be made in communication from beat teams to parishes. Due to covid restrictions, training for volunteers on laser enforcement has stalled, however this is starting up again.</p> <p>Q. It is frustrating that we have been told by LCC that any non-privately owned vehicles are not sent speeding letters, especially as we have found in the past a large percentage of our speeding vehicles do fall into this category.</p> <p>A. I'm unsure of the information from LCC is correct and I will follow this up to check, as it doesn't sound right.</p>	RM
	<p>Paul Sanders thanked everyone for the meeting and asked for a town or parish council to take the role as chair and control of the agenda for the next meeting. Community Focus will provide the support re booking venues, circulating agenda, taking minutes etc.</p> <p>If you would like to take on this role please contact Emma Trahearn emma.trahearn@nwleicestershire.gov.uk / 01530 454 567 / 07850 075291</p> <p>CLOSE</p>	
	NEXT MEETING – Wednesday 22 June 2022, 5-7pm	