

## MINUTES OF THE CLERKS MEETING

### Wednesday 3 October 2019, 5pm – 7pm

#### Attendance

##### Attendees

Lindsay Swinfield, Appleby Magna Parish Council & Oakthorpe, Donisthorpe & Acresford Parish Council  
 Andrea Robinson, Ashby Woulds Town Council  
 Sam Lockwood, Breedon on the Hill Parish Council & Long Whatton and Diseworth Parish Council  
 Fiona Palmer, Castle Donington Parish Council  
 Brian Duncombe, Charley Parish Council and Swannington Parish Council  
 Karen Turrell, Ellistown & Battleflat Parish Council  
 Jan Shepherd, Heather Parish Council  
 Simon Weaver, Hugglescote and Donington le Heath Parish Council  
 Dawn Roach, Measham Parish Council  
 Paul Riley, Staunton Harold Parish Meeting  
 Andrew Woodman, NWLDC, Portfolio for Community Services and District Councillor for Measham North

##### Presenters

Bev Smith, North West Leicestershire District Council (NWLDC), Chief Executive (BS)  
 Emma Trahearn, NWLDC, Community Focus Team Leader (ET)  
 Chris Brown, NWLDC, Stronger and Safer Communities Team Manager (CB)

##### Officers

Amy Bennett, NWLDC, Stronger and Safer Communities Team Support Officer

#### Detail

##### 1 WELCOME – Emma Trahearn

ET welcomed the clerks to the meeting of clerks and gave apologies for Louise Bennett, Special projects Coordinator, Environment and Transport Department at LCC, who was supposed to be presenting that evening. Louise will now present at the next Parish Liaison meeting.

##### 2 RESULTS FROM THE PARISH SURVEY – Emma Trahearn

ET thanked the clerks for taking the time to complete the parish survey and gave some statistics after 90% of parish councils completed the survey:

##### Report It Portal

- 71% found it useful and 29% not aware or didn't find it useful
- 71% clerks did not see an increase in the use of report it. The reasons for this included:
  - topics reported directly to teams rather than report it.
  - the topic sits with LCC rather than the district council.
  - prefer to telephone.

Councils such as Castle Donington Parish Council has report it on their website and encourages resident to use this first.

##### Planning Portal

89% of clerks and councillors feel more confident on the planning portal.

Clerks went on to explain that mandatory training for councillors on planning is currently under review.

ET clarified that green grants are available for the use of projectors to save on the use of paper. In addition, Community Focus can print maps if bigger developments are involved.

### **Parish Liaisons Meetings**

78% gave a 6/10 or more rating for parish liaison meetings being of benefit to parish councils. Community Focus always ask for agenda items, including presenters.

Some of the requests and feedback that were noted were:

- parish councils felt that they were being talked at
- keep the venue as the council chamber
- get people to introduce themselves

ET suggested that future meetings will continue on a Wednesday and could start at 5pm for network; the meeting could commence at 5.30pm and finish 6.30pm. Clerks agreed this would be ideal.

### **Neighbourhood Plans**

One of the questions was whether a neighbourhood plan event would be of interest. There was a mix, but the majority said there was no appetite for a neighbourhood plan. However reviewing the comments parishes would consider coming along to an event. The concerns for clerks were around capacity (responsibility put onto the clerks to deliver/coordinate the NP), funding available (to commission support such as with YourLocale or conduct community engagement events) and support on offer regarding the process and delivery (from external partners, LCC and NWLDC).

### **Clerks Only Meeting**

60% have responded with yes to clerks only meeting and 40% have said no. Feedback was that there is a desire to have clerks only meeting once a year and NWLDC have took note that they need to be aware of clerk's time.

### **Grants**

All were aware of the grants NWLDC have. A new one is the VE Day grant of £250 is available for parish councils and community groups to apply, with no match funding required.

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### **GET READY FOR BREXIT – Bev Smith**

The government have launched their toolkit about managing communication and are using the strapline of 'Get Ready'. NWLDC have been advised to prepare as if the UK are leaving on 31/10/19.

NWLDC are not planning alone, they are planning with the local resilience forum and partners. BS explained that clerks will be at the front end of queries from residents and councillors and there is an importance for both clerks and councillors to signpost people where to go as they are aware of their community's views.

There has been a lot of engagement to reduce the impact of leaving without a deal and Operation Yellow Hammer is the document that is being worked on in order to reduce this impact.

### **East Midlands Airport (EMA)**

The risks and impact on East Midlands Airport (EMA) for trade, passengers and surrounding infrastructure are being considered. Plans have been developed for monitoring disruption to local commuters on the M1, strategic road network and access to the airport. The risks of HGV queuing are low at EMA but NWLDC are working with them to reduce the impact if it were to occur.

### **Transport Management Plan**

The transport management plan will be triggered if it hits a certain point. DHL are the biggest freight importer in this area and have been prioritised. BS assured everyone that all signs have been made and are ready to implement for the transport management plan.

### **NWLDC Review of Business Continuity Plans**

- NWLDC have received £360,000 for Brexit planning.
- NWLDC money has focused on the transport planning.
- There is a new temporary business focus post and Gillian Squires will act as community support.
- NWLDC have commissioned additional Vet and EHO support at the airport.
- EU exit internal officer group meeting takes place fortnightly.
- There are media and communication work going on to help get message out to businesses and to raise awareness.

**ACTION: CB get some elements of documents to share with clerks**

BS raised the importance that parish councils let people with family living in EU and for residents to know to prepare. EU nationals can apply at [www.gov.uk/brexit](http://www.gov.uk/brexit). Parish Councils can share information regarding EU exit on their website and social media, such as [www.gov.uk/brexit](http://www.gov.uk/brexit) and [www.nwleics.gov.uk/EUexit](http://www.nwleics.gov.uk/EUexit).

You can contact NWLDC regarding the EU exit on [EUexit@nwleicestershire.gov.uk](mailto:EUexit@nwleicestershire.gov.uk).

**CB**

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### **UPDATE ON OPERATION LONDON BRIDGE – Chris Brown**

There are different bridges for different dignitaries. In the event of the death of the queen, NWLDC have completed a protocol so those on duty at NWLDC know what needs to be done and when, including preparations.

#### **Completed Protocol**

We have the wording for signs that are to be displayed in the garden of remembrance. If there are expectations of large queues, we may need to consider road closure and making diversions.

#### **Preparation for the Day and Photographs**

There is a requirement of two condolence photographs. A link has been circulated regarding where to purchase these photos: [www.royalimages.co.uk](http://www.royalimages.co.uk).

#### **Communications**

NWLDC need to know the best method to contact clerks, chairs and vice chairs in the event of Operation London Bridge. Clerks suggested that mobile numbers could be provided so a text is received and an email confirmation would be desirable. However, it would be crucial for these contact details to be kept updated.

	<p><b>ACTION – Clerks to provide the relevant mobile numbers for whom to contact in the event.</b></p> <p>Operation London Bridge will be discussed again at the next parish liaison.</p>	<p><b>CLERKS</b></p>
	<p><b>FUTURE AGENDA ITEMS – Emma Trahearn</b></p> <p>Climate Change and Environmental policies (requested by Castle Donington Parish Council).</p> <p>If there are any other suggestions, please let us know at <a href="mailto:community.focus@nwleicestershire.gov.uk">community.focus@nwleicestershire.gov.uk</a>.</p> <p><b>Future Parish Liaison dates</b> Wednesday 27 November 2019</p>	