

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

9TH MAY 2024 at 8.00PM

PRESENT: Councillor Tracey Shepherd (Town Mayor), Councillor Paul Kennedy (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown, Alex DeWinter, Andrew Evans, Richard Forrest, Sam Fox-Kennedy, Leanne Lee, Rebecca Lunn, Sam Maxwell, Gary Sanders, Darshan Singh, Christiane Startin-Lorent, Marion Waterton, Robert Waterton and Mark Widdop.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk, Lydia Assi, Resources & Facilities Manager and Debbie Almey, Personal Assistant & Administrative Officer.

There was 1 member of the public present at the meeting.

COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR

6214 Election of Town Mayor

As retiring Town Mayor, Councillor Tracey Shepherd called for nominations for the Office of Town Mayor for the year 2024/2025.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Councillor Paul Kennedy be elected Town Mayor for 2024/2025.

Councillor Paul Kennedy duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by his predecessor, Councillor Tracey Shepherd.

COUNCILLOR PAUL KENNEDY, TOWN MAYOR, IN THE CHAIR

Councillor Paul Kennedy announced that his wife, Sam Fox-Kennedy, would be his Consort during his year as Town Mayor.

The Mayoral Charity for the year would be Prostrate Cancer UK. Councillor Paul Kennedy welcomed Micke Ince, a volunteer from the Charity, who spoke to the Council about the important work of Prostate Cancer UK and why they relied upon charitable donations.

6215 Vote of thanks to Retiring Town Mayor

Council considered a vote of thanks to the retiring Town Mayor, Councillor Tracey Shepherd.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Councillor Tracey Shepherd be thanked for her service to the Town as Town Mayor and also to her late mum, Pauline, for her support to the Town Mayor as Consort.

The Town Mayor, Councillor Paul Kennedy, then presented Councillor Tracey Shepherd with her Past Town Mayor's Medallion.

6216 Election of Deputy Town Mayor

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2024/2025.

It was proposed by Councillor Anthea Ambrose and seconded by Councillor Nick Brown and was

RESOLVED that Councillor Marion Waterton be elected Deputy Town Mayor for 2024/2025.

Councillor Marion Waterton duly signed the formal Declaration of Acceptance of Office and was invested with the Deputy Town Mayor's Badge of Office by the Town Mayor.

6217 Apologies

An apology for absence was received from Councillor Satindra Sangha.

6218 Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

6219 Public Session

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There was 1 member of the public present at the meeting.

6220 Minutes

The Minutes of the meeting of Braunstone Town Council held on 21st March 2024 were circulated (item 7 on the agenda).

It was proposed by the Town Mayor (Councillor Paul Kennedy) and seconded by the Deputy Town Mayor (Councillor Marion Waterton) and was

RESOLVED that the Minutes of the meeting of Braunstone Town Council held on 21st March 2024 be approved and signed by the Chairperson as a correct record.

6221 Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

Council reviewed the Council's Standing Orders, Financial Regulations, Scheme of delegation and Councillor Code of Conduct (item 8 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED

1. that the proposed amendments to the Council's Standing Orders, as highlighted at Appendix 1, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out at Appendix 2, be approved;
3. that the proposed amendments to the Council's Scheme of Delegation, as set out in Appendix 3, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

Reasons for Decision

1. *To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
2. *To accommodate provisions relating to the use of reserves in annual budgets, as set out in the Reserves Policy.*
3. *To give clarity to intended meaning, deal with matters at the most appropriate level and provide for routine and operational decisions to be made.*
4. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

6222 Appointment of Leader and Deputy Leader of the Council

Council considered the appointment of Leader of the Council and Deputy Leader of the Council for the Council Year 2024/2025.

It was proposed by Councillor Robert Waterton and seconded by Councillor Gary Sanders and was

RESOLVED that Councillor Nick Brown be elected Leader of the Council and Councillor Anthea Ambrose be elected Deputy Leader of the Council for 2024/2025.

6223 Establishment of Standing Committees, Sub-Committees and Advisory Panels

Council considered establishing, confirming terms of reference, and making appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (item 10 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED

1. that the following Standing Committees be established, the terms of reference approved and the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Appeals Committee (3 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Shabbir Aslam (Chair)
Cllr Gary Sanders (Vice-Chair)
Cllr Leanne Lee

Community Development Committee (12 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Anthea Ambrose (Chair)	Cllr Sam Fox-Kennedy
Cllr Rebecca Lunn (Vice-Chair)	Cllr Satindra Sangha
Cllr Sevim Aslan	Cllr Tracey Shepherd
Cllr Alex DeWinter	Cllr Christiane Startin-Lorent
Cllr Andy Evans	Cllr Marion Waterton
Cllr Richard Forrest	Cllr Mark Widdop

Employing Committee (3 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Sam Maxwell

Planning & Environment Committee (11 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Robert Waterton (Chair)	Cllr Leanne Lee
Cllr Sam Maxwell (Vice-Chair)	Cllr Gary Sanders
Cllr Anthea Ambrose	Cllr Darshan Singh
Cllr Nick Brown	Cllr Marion Waterton
Cllr Richard Forrest	Cllr Mark Widdop
	<i>One Vacancy to be filled.</i>

Policy & Resources Committee (11 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)	Cllr Rebecca Lunn
Cllr Anthea Ambrose (Vice-Chair)	Cllr Sam Maxwell
Cllr Shabbir Aslam	Cllr Gary Sanders
Cllr Andy Evans	Cllr Tracey Shepherd
Cllr Leanne Lee	Cllr Christiane Startin-Lorent
	Cllr Robert Waterton

2. that the following Sub-Committees and Advisory Panels be established, the terms of reference approved and that the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Citizens' Advisory Panel (5 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Gary Sanders (Chair)
Cllr Leanne Lee (Vice-Chair)
Cllr Sam Fox-Kennedy
Cllr Darshan Singh
One Vacancy to be filled.

Corporate Governance Sub Committee (4 members)

Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements, including Audit to undertake an annual review of automatic payments under Financial Regulations 6.6 to 6.8.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Andy Evans
Cllr Tracey Shepherd

Reason for Decision

To enable the efficient and effective transaction of the Council's business.

6224 Appointments to Outside Bodies

Council considered appointing representatives to the following Outside Bodies:

- a) Braunstone West Social Centre (1 representative),
 - b) Leicestershire and Rutland Association of Local Councils – Annual General Meeting (1 representative), and
 - c) Shakespeare Park Sports Pavilion Management Association (2 representatives),
- and reviewed arrangements for reporting back (item 11 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that appointments be made to Outside Bodies, with reporting back arrangements, as follows:

- a) Braunstone West Social Centre (1 member)
To report to the Community Development Committee.
Cllr Rebecca Lunn
- b) Leicestershire & Rutland Association of Local Councils – Annual General Meeting (1 member)
To report to the Policy & Resources Committee.
Cllr Nick Brown
- c) Shakespeare Parks Sports Pavilion Management Association (2 members)
To report to the Policy & Resources Committee.
Cllr Andy Evans
Cllr Sam Maxwell

Reason for Decision

To ensure appointments were made where there were requests for the Town Council to be represented and to ensure that Councillors had the opportunity to receive feedback and engage with the work of outside bodies.

6225 Request for Approved Absence – Councillor Satindra Sangha

Council considered an absence request in accordance with Section 85 of the Local Government Act 1972 (item 12 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Councillor Satindra Sangha's request for her absence to be approved, in accordance with Section 85(1) of the Local Government Act 1972, be accepted and agreed.

Reason for Decision

Councillor Satindra Sangha had requested on 1st May 2024 that the Council approve her absence due to illness.

6226 Annual Report 2024

The Council received, for consideration and adoption, the Annual Report 2024 (item 13 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose, and was

RESOLVED that the Annual Report 2024, attached as Appendix 1 to the report, be received and adopted.

Reason for Decision

To report on the Town Council's achievements and to set out its priorities for the forthcoming year.

6227 Schedule of Meetings

Council received the proposed Schedule of Meetings for 2024/2025 for consideration and adoption (item 14 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that the schedule of Council and Committee Meetings for 2024/2025, as circulated as item 14 on the agenda, be approved.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations.

6228 Announcements

a) Town Mayor

The Town Mayor, Councillor Paul Kennedy, made the following announcements:

- (a) that his first engagement would be the Palace Garden Party on 21st May at Buckingham Palace;
- (b) on the 31st May he would be attending the Buzzing Roots Summer Concert and Summer Ball in the Millfield Hall at Braunstone Civic Centre;
- (c) he would be hosting the Town's official commemoration of the 80th Anniversary of the D-Day landings at 11am on Thursday 6th June at the Civic Memorial Garden; and
- (d) Thorpe Astley on the Beach was back this year and Councillor Kennedy would be there on Saturday 8th June from 11am.

b) Leader of the Council

Councillor Nick Brown reminded Councillors of the Meridian Park Site visit on Friday 10th May 2024 at 5pm.

c) Chief Executive and Town Clerk

The Chief Executive and Town Clerk reported that Councillor Imran Uddin had resigned and a notice of vacancy for electors to decide whether to call a by-election had been published.

6229 County and District Councillor Reports

a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

- a) The new Welcome to Braunstone Town signage had been installed, which had been funded using the County Council Highway Fund;
- b) The drop kerb to connect Lubbesthorpe Way to the new Cycle link needed more work, including signage which she would follow up;
- c) Councillor Hack had noted that double yellow lines had been installed outside the Audi garage on Narborough Road South but it was agreed that more needed to be done as there were still issues with parking;
- d) Gateway Planters had been installed but not filled with soil and this was being followed up; and
- e) Councillor Hack would be following up on the lamp post testing since she had not heard anything further.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the following matters:

- a) Reported that the last Council meeting had been cancelled due to lack of business on the agenda; and
- b) New local plan was in the process and included the potential designation of Enderby Golf Course for housing which could prove to be controversial.

Councillor Robert Waterton, as District Councillor for Ravenhurst Ward, reported on the following matters:

- a) Braunstone Town Conservation area was now moving towards consultation after two years of talks; and
- b) Enderby Hub planning application had been rejected was now being appealed.

Councillor Alex DeWinter, as District Councillor for Thorpe Astley Ward, reported that he was awaiting a response from Leicestershire County Council regarding Children's homes and how they could be managed effectively.

6230 Reports of Standing Committees: Community Development Committee – 28th March 2024

Council received the Report of the Community Development Committee meeting held on 28th March 2024 (p7928 – 7935).

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

6231 Reports of Standing Committees: Planning & Environment Committee – 18th April 2024

Council received the Report of the Planning & Environment Committee meeting held on 18th April 2024 (p7936 – p7946).

Page 7937 & 7938, Minute 81 – Planning and Licensing Applications dealt with under Delegated Authority

In respect of application numbers 24/0099/FUL and 24/0102/FUL, which related to Change of Use from dwelling house to residential home; Councillor Robert Waterton advised that Blaby District Council’s Scrutiny Panel would be looking at the number of planning applications for change of use from dwellings to children’s home to ascertain what legislative powers/policies could be put in place.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

6232 Reports of Standing Committees: Policy & Resources Committee – 25th April 2024

Council received the Report of the meeting of Policy & Resources Committee on 25th April 2024 (p7947– p7957).

It was moved by Councillor Nick Brown and

RESOLVED that the report be adopted.

6233 Sealing of Documents

There were no documents for sealing.

The meeting closed at 9.30pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 27th June 2024.

SIGNED:

DATE:.....