

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

27th JUNE 2024 at 8.00PM

PRESENT: Councillor Paul Kennedy (Town Mayor), Councillor Marion Waterton (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown, Richard Forrest, Sam Fox-Kennedy, Leanne Lee, Rebecca Lunn, Gary Sanders, Tracey Shepherd, Darshan Singh and Robert Waterton.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager.

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

COUNCILLOR PAUL KENNEDY, TOWN MAYOR, IN THE CHAIR

6234 Apologies

Apologies for absence were received from Councillors Andrew Evans, Sam Maxwell, Satindra Sangha, Christiane Startin-Lorent and Mark Widdop.

6235 Disclosures of Interest

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

6236 Minutes

The Minutes of the Annual Meeting of Braunstone Town Council held on 9th May 2024 were circulated (item 7 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

RESOLVED that the Minutes of the Annual Meeting of Braunstone Town Council held on 9th May 2024 be approved and signed by the Chairperson as a correct record.

6237 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.

6238 Co-option to Vacancy on the Council

The Council considered expressions of interest in being co-opted as a Councillor to fill the vacancy on the Council for the Millfield Ward, which had been declared on 29th April 2024 (item 5 on the agenda).

A request for an election had not been received; therefore, on 7th June 2024, in accordance with Standing Order 4.9, the Council had invited expressions of interest in being co-opted. One application had been received on 14th June 2024 from Garry Dulon, who was present at the meeting.

RESOLVED that Garry Dulon be co-opted as a Town Councillor to fill the vacancy, declared on 29th April 2024, for the Millfield Ward.

Reason for Decision

The submission provided background on Garry Dulon, who had set out how he would serve as a member of the Town Council and the Council considered him suitable to serve as a Town Councillor.

Garry Dulon duly signed the formal Declaration of Acceptance of Office and took up his seat on the Council.

6239 Internal Audit Report 2023/2024 and Internal Audit arrangements 2024/2025

Council received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2024 and considered the appointment of an Internal Auditor for 2024/2025 (item 6 on the agenda).

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

RESOLVED

1. that the Internal Audit Report (attached at Appendix 1 of the report) and assessment of the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2025.

Reasons for Decision

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls:*
 - i. *noted that in respect of Internal Control Objective D, the level of*

- general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39; and*
- ii. was satisfied that in all significant respects all other Internal Control Objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*
 2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
 3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

6240 Annual Governance Statement 2023/2024

The Council received a statement, which enabled it to consider whether there were sound systems of internal control, including the management of risk, for the preparation of accounting statements during the financial year ended 31st March 2024 and to authorise the completion and submission of the Annual Governance Statement 2023/2024 accordingly (item 7 on the agenda).

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

RESOLVED that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2023/24, of the Annual Governance and Accountability Return 2023/2024, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2024, there were sound systems of internal control and management of risk.

6241 Accounting Statements 2023/2024

The Council received the End of Year Accounts for the financial year ended 31st March 2024 and considered adopting and submitting the Accounting Statements 2023/2024 accordingly (item 8 on the agenda).

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

RESOLVED

1. that Section 2, Accounting statements 2023/24, of the Annual Governance and Accountability Return for the year ended 31st March 2024, attached at Appendix 9 of the report, be completed, signed and submitted accordingly;

- and
2. that it be noted that the Exercise of Public Rights would be undertaken from 1st July 2024 until Friday 9th August 2024.

Reasons for Decision

1. *The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.*
2. *It was good practice to minute the dates of the Exercise of Public Rights upon approval of the Accounting Statements by the Council.*

6242 Announcements

a) Town Mayor

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

“Dear Town Council, this is my first report as Town Mayor. I have been quite busy since our last meeting in May. The events I have been to are as follows”:

- “On 21st May I was fortunate enough to attend The Royal Garden Party at Buckingham Palace with my consort Sam (my wife). Apart from it being wet, I was honoured to represent the Town Council in my role as Mayor. It was interesting to see the palace, meet some very interesting people, for instance The Beefeaters, The Sultans of Saudi, Representatives of the Ukraine Support of East Midlands and I even saw Prince William!!”
- “The next event was Vaisakhi Celebration at the Civic Centre. This was a fun filled, most delightful evening. I was extremely well looked after by Sohan, Darshan and the Asian ladies! I have never been so well fed, after being dragged up to dance by Shabbir and lots of ladies. I have been invited to Diwali later this year, here we go again!”
- “A few days later, I was invited to attend a lovely afternoon of commemorative music by the Ratby Band. This was to mark the D-Day Anniversary celebrations, the music was a selection of war time hits and theme music, thoroughly enjoyed by all!”
- “On June 6th (D-Day), I hosted a ceremony and raised the D-Day flag here at the Civic Centre, to honour the members of 82nd Battalion based at Braunstone and others involved in the D-Day landings. Colonel Robert Martin, Deputy Lord Lieutenant, attended the ceremony and told me about his association with this historical event”.

- “The most recent event I attended was Thorpe Astley on the Beach. I had a stall at this event, trying to raise funds for my chosen charity. Apart from it being windy it didn’t rain, eventually the sun showed its face and everybody who attended really enjoyed themselves. There were lots of activities for children including donkeys, Punch and Judy show, bouncy castle and a sand pit which we couldn’t get the kids out of!! Thank you to those people who supported me on the day including fellow councillors, parents and children who bought my pictures and the winner of the sweets in the jar, dental cost not included!!”

b) Leader of the Council

Councillor Nick Brown commented on the following matters:

- a) A major Police incident took place in Braunstone Town on 4th June. Councillor Brown thanked the officers of Braunstone Town Council for their speedy response in setting up an emergency evacuation centre at Braunstone Civic Centre for evacuated residents. Positive feedback on the response put in place had been received from both Blaby District Council and residents for the help and support provided by Town Council officers during the incident.
- b) 80th Anniversary of the D-Day Landings. Councillor Brown thanked Braunstone Town Council officers for the work undertaken to arrange Commemorative events for the Anniversary. He also thanked the Braunstone Community Life Group and Braunstone Heritage Archive Group for their displays and support in commemorating the Anniversary.
- c) Thorpe Astley on The Beach event that took place on 8th June. Councillor Brown commented on the successful event that took place and that it reflected well on the Town Council and the community.

c) Chief Executive and Town Clerk

The Chief Executive and Town Clerk reported that Councillor Sevim Aslan had resigned on Monday 24th June 2024 and a notice of vacancy for electors to decide whether to call a by-election had been published.

6243 County and District Councillor Reports

a) Leicestershire County Council

No County Council councillors were present at the meeting to provide a report.

b) Blaby District Council

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

- a) meetings at Blaby District Council had been cancelled or postponed due to the forthcoming General Election on 4th July 2024; and

- b) Scrutiny Panel had been discussing the large number of planning applications for conversion to children's homes. A report from the Chief Planning Officer advised that there was little that Blaby District Council could do and each application had to be taken on its own merit.

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

- a) Enderby Hub planning application had been approved despite large numbers of residents opposing the application.

6244 Questions from Councillors

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11.

No questions had been submitted.

6245 Reports of Standing Committees: Extraordinary Planning & Environment Committee – 16th May 2024

Council received the Report of the Extraordinary meeting of the Planning and Environment Committee held on 16th May 2024 (p7963 – 7965).

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

6246 Reports of Standing Committees: Community Development Committee – 16th May 2024

Council received the Report of the meeting of the Community Development Committee held on 16th May 2024 (p7966 – p7973).

Pages 7972 and 7973, Minute 16 – Tennis Coaching Sessions (June and July 2024)

Councillor Nick Brown commented on the Tennis Coaching Sessions and hoped that the coaching would increase the use of the tennis courts at Thorpe Astley and Shakespeare Park. Councillor Brown asked for a report back to the Committee on take up.

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

6247 Reports of Standing Committees: Planning & Environment Committee – 6th June 2024

Council received the Report of the meeting of Planning & Environment Committee held on 6th June 2024 (p7974 – p7981).

Page 7979 and 7980, Minute 14 – Braunstone Village Conservation Area Proposals - Consultation

Councillor Robert Waterton confirmed that the consultation on the proposed Braunstone Village Conservation Area was currently taking place and an open evening would take place at Shakespeare Park Sports Pavilion on Wednesday 3rd July for residents to review the proposals.

Blaby District Council would be reviewing the consultation results and determining whether to proceed with designation in September 2024.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

6248 Reports of Standing Committees: Corporate Governance Sub-Committee – 13th June 2024

Council received the Report of the meeting of Corporate Governance Sub-Committee on 13th June 2024 (p7982– p7986).

It was moved by Councillor Nick Brown and

RESOLVED that the report be adopted.

6249 Reports of Standing Committees: Policy & Resources Committee – 13th June 2024

Council received the Report of the meeting of Policy & Resources Committee on 13th June 2024 (p7987– p7998).

Page 7991 and 7992, Minute 12 – Blaby District Council Parish Charter

Councillor Nick Brown welcomed the Blaby District Council Parish Charter and hoped that it would provide a mutual framework for the Parish and District Councils to work together.

It was moved by Councillor Nick Brown and

RESOLVED that the report be adopted.

6250 Motions on Notice

No Motions on Notice had been submitted.

6251 Sealing of Documents

There were no documents for sealing.

The meeting closed at 8.50pm.

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 17th September 2024.

DRAFT