

# MINUTES OF PARISH LIAISON MEETING

Wednesday 22<sup>nd</sup> March 2023 / 5pm – 7pm

Online

## Attendance

### Town and Parish Councils

Ashby de la Zouch Town Council – Clerk Jack Fargher and Deputy Clerk Melanie Mitchell  
Ashby Woulds Town Council – Clerk Andrea Robinson  
Belton Parish Council – Cllr Nicola Burbidge  
Breedon on the Hill Parish Council – Clerk Samantha Lockwood  
Castle Donington Parish Council – Clerk Fiona Palmer  
Coleorton Parish Council – Clerk Fiona Palmer  
Heather Parish Council – Clerk Jan Shepherd  
Hugglescote and Donington le Heath Parish Council – Clerk Simon Weaver and Cllr Russell Johnson  
Kegworth Parish Council – Clerk Donna Griggs  
Long Whatton & Diseworth Parish Council – Clerk Samantha Lockwood and Cllr David Bamford  
Oakthorpe, Donisthorpe and Acresford Parish Council – Cllr Debbie Warren and Cllr Mick Warren  
Swannington Parish Council – Clerk Fiona Palmer  
Whitwick Parish Council – Clerk Tracey McLean and Cllr Sue College

### Presenters

Chris Colvin – NWLDC Election Team  
Clare Hammond – NWLDC Election Team  
Emma Trahearn – NWLDC Community Focus Team  
Tom Stanyard – NWLDC Economic Development Team

### Officers

Cat Ridgway – NWLDC Community Focus  
Jake Atkinson - LRALC Chief Executive  
Jason Knight – NWLDC Leisure Services Team Manager  
Molly Kendrick – NWLDC Communities Administration Support Officer and note taker  
Paul Sanders – NWLDC Head of Community Services  
Zara Barnes – NWLDC Community Focus

### Sent apologies/not present

Appleby Magna Parish Council  
Charley Parish Council  
Chilcote Parish Meeting  
Ellistown Parish Council – Cllr Keith Merrie  
Ibstock Parish Council  
Isley cum Langley Parish Meeting  
Kegworth Parish Council – Cllr Ray Sutton  
Measham Parish Council  
Normanton le Heath Parish Meeting  
Osgathorpe Parish Council– Cllr Martin Buczkiewicz  
Packington Parish Council  
Snarestone Parish Council  
Staunton Harold Parish Meeting  
Stretton en le Field Parish Meeting  
Swepstone and Newton Burgoland Parish Council  
Worthington Parish Council

	Detail	Actions
1.	<p><b>OPENING THE MEETING</b> – Paul Sanders (PS), Head of Community Services, NWLDC</p> <ul style="list-style-type: none"> <li>• PS welcomed everyone to the meeting and introduced Molly Kendrick as the new Communities Support Officer and who will be supporting the NWL Parish Liaisons with the minutes.</li> <li>• PS thanked Cathy Tibbles, Clerk of Whitwick Parish Council for all her support over the years and interactions with the councils’ working groups. Cathy is retiring at the end of March. We wish her all our best and she will be missed.</li> <li>• PS congratulated Swannington Parish Council on their successful Neighbourhood Plan Referendum and to Lockington cum Hemington Parish Council for having come to the end of the consultation on its draft plan.</li> </ul>	
2.	<p><b>ELECTIONS 2023</b> –Clare Hammond (CH), Democratic Services Team Manager and Chris Colvin (CC), Electoral Services Officer NWLDC</p> <ul style="list-style-type: none"> <li>• CH introduced herself she has taken over from Mel Long and CC has taken over from Louise Scott.</li> <li>• CH delivered the elections presentation. This will be shared after the meeting so Clerks and Cllrs can review the key dates in advance of the minutes going out</li> <li>• Clerks wishing to attend the Parish Count (Friday 5 May), if your parish is contested, please contact Returning Officer, Allison Thomas (<a href="mailto:allison.thomas@nwleicestershire.gov.uk">allison.thomas@nwleicestershire.gov.uk</a>)</li> </ul> <p>CH confirmed there will be three Code of Conduct training sessions for parish and town councils. Held 17 May, 11am at Castle Donington, Spital Park Pavilion 3pm &amp; 6pm – Hybrid at Stenson House, Coalville</p> <ul style="list-style-type: none"> <li>• Any further questions about the elections, please email CH or CC <a href="mailto:electreg@nwleicestershire.gov.uk">electreg@nwleicestershire.gov.uk</a></li> </ul> <p><b>Q:</b> If the election is uncontested what date do the councillors take their seats, is it still 9<sup>th</sup> May?  <b>A:</b> In the past if they have not been contested the meeting has been earlier than the 9<sup>th</sup> May, I will check and confirm back.  <b>Q:</b> Any changes to the acceptance of office forms?  <b>A:</b> No  <b>Q:</b> Polling cards coming separately for the parish council elections &amp; district council elections?  <b>A:</b> No, you will receive only one poll card  <b>Q:</b> We do not need to have our own list for the register of interest, can we direct residents to the District Council website where the list is kept?  <b>A:</b> Democratic Services are happy for Town and Parishes to link to Parish Councillor Register of Interests from the District website, but we ask all clerks to ensure that we are sent the forms and any changes as soon as they receive them to ensure our records are up to date.  <b>Q:</b> Who has made the decisions that clerks cannot attend the count?  <b>A:</b> Advise received from election consultant, it is up to the Returning Officer to decide who returns to the count (details above if you wish to attend if your parish is consented).  <u>Further information from Democratic Services:</u> The list presented at the meeting highlighted those that are entitled by law to attend the verification and count as detailed on the <a href="#">Electoral Commission website</a>. As you will see from the website, any other person wishing to attend these events, other than those listed, would need to seek permission from the Returning Officer. This way the Elections Team can ensure that clerks wishing to observe are on the attendance list and are not turned away by the security team on the day.  <b>Q:</b> Is this something new from the Returning Officer?</p>	

	<p><b>A:</b> No, this has always been the way, it is the Returning Officers decisions.</p> <p><u>Further information from Democratic Services:</u> As you are aware there have been changes to the position of Returning Officer and the Elections Team over the past six months here at North West Leicestershire and unfortunately the new team are not aware of any details of previous arrangements in relation to count attendance by Town and Parish Clerks that were in place.</p> <p>Additional information from Jake Atkinson, LRALC</p> <ul style="list-style-type: none"> <li>• <a href="https://www.leicestershireandrutlandalc.gov.uk/news/2023/03/elections-may-2023-parishes-asked-to-promote-the-need-for-photo-id-to-voters">https://www.leicestershireandrutlandalc.gov.uk/news/2023/03/elections-may-2023-parishes-asked-to-promote-the-need-for-photo-id-to-voters</a></li> <li>• Annual council meetings dates - uncontested elections. From NALC Legal “Further to our annual meeting day guidance in December 2022, we have been asked about the earliest date a council annual meeting can be held where there is no contested election. Our view is that where there is no contested election, so it is known whom to summons, the summons can be served in sufficient time with the requisite three clear days’ notice so that the annual council meeting could be held on Tuesday 9 May. That is the day councillors will take office because of the Coronation bank holiday on Monday 8 May. Councils have to know who they need to summons so notice cannot be given before results are known where there are contested elections.”</li> </ul>	
<p><b>3.</b></p>	<p><b>UK SHARED PROSPERITY FUND (SPF)</b> – Tom Stanyard (TS), Senior Economic Development Officer and Emma Trahearn (ET) Community Focus Team Leader</p> <ul style="list-style-type: none"> <li>• TS run through the UK Shared Prosperity Fund generally and what NWLDC has done with the £2.4 million.</li> <li>• ET then presented one of the projects from the UK SPF which is the Community Grant.</li> <li>• Highlighting that £300,000 will be split across ward via population size over two years. Indicating who can apply and that projects must meet one or more of the outputs set out and must have outcomes, as agreed by the Department of Levelling Up.</li> <li>• The UK SPF Community Grant will go live 3 April and close 30 June.</li> <li>• Anyone who is interested in applying and would like to discuss first please contact Jessica Lloyd-Davies <a href="mailto:grants@nwleicestershire.gov.uk">grants@nwleicestershire.gov.uk</a> or your Community Focus Officer.</li> </ul> <p><b>Q:</b> Would LRAC fall under any of the eligible organisations that meet the criteria for the fund?</p> <p><b>A:</b> It would be up to the town or parish council if they wanted to put forward a bid with yourselves. The town &amp; parish council will need to be on board as the money will be taken out of their pot if approved.</p>	
	<p style="text-align: center;"><b>CLOSE</b></p> <p>All wished Cathy Tibbles a long, healthy &amp; happy retirement. Clerk Tracey McLean would pass on everyone’s best wishes.</p> <p>PS concluded with thanking everyone for attending, confirming that the next meeting will take place Wednesday 14 June in the refurbished council chamber. Two topics which will be picked up, those being the signing of the Joint Charter and a sample safeguarding policy available for parish and town councils to adopt.</p>	
	<p style="text-align: center;"><b>NEXT MEETING – WEDNESDAY 14 JUNE – STENSON HOUSE</b></p>	