
Joint Charter

Between North West
Leicestershire District
Council and the Town
and Parish Councils of
North West
Leicestershire

Autumn 2022

CONTENTS

	Page
Introduction	
Aims of the Joint Charter	4
Themes the Joint Charter will cover	4
Themes	
Communication and engagement	5
Training	6
Consultation	7
Planning and Development	8
Licensing	9
Democratic Services	10
Dispute resolution and review	
Complaints procedure	11
Review of the Joint Charter	11
North West Leicestershire District Council and the Town and Parish Councils of North West Leicestershire signed up to the Joint Charter	12 - 13
Useful contacts and web addresses	14-15

We would like to thank the following Councils for giving up their valuable time to be involved in the working group.

- Castle Donington Parish Council
- Coleorton Parish Council
- Heather Parish Council
- Swannington Parish Council
- Whitwick Parish Council

Introduction

The Joint Charter sets out how North West Leicestershire District Council (NWLDC) and town and parish councils across the district can work together in partnership but also outlines the partnership responsibilities and expectations.

The relationship between the District Council and the town and parish councils in North West Leicestershire continues to grow and develop. This Joint Charter reflects that engagement and relationship. Enshrining how both organisations will continue to work together for the benefit of our residents.

Following the North West Leicestershire Joint Charter being reviewed and accepted by all parties in 2017, post pandemic it felt like a good time to review the North West Leicestershire Joint Charter.

A working group was set up beginning of 2022 following a request at a Parish Liaison meeting. The working group was made up of parish clerks who reviewed the current Joint Charter and to make sure the aim of the charter specific to North West Leicestershire (NWL) and meets the aspirations and aims of the clerks for the benefit of local communities.

The Joint Charter will aim to achieve the following:

- Improve, develop and maintain positive relationships between NWLDC and town and parish councils.
- Set out the clear expectations of both NWLDC and town and parish councils.
- Respect the constraints and acknowledge the dynamic roles delivered by NWLDC officers and town and parish clerks.

Themes this Joint Charter has reviewed:

- Communication and engagement (this includes all sections of services at North West Leicestershire District Council)
- Training
- Consultation
- Planning and Development
- Licensing
- Democratic Services

Communication and Engagement

North West Leicestershire District Council to:

- Hold at least four parish liaison meetings throughout the year. Where possible face to face with potentially a virtual or hybrid meeting during the winter season.
- Encourage and support all teams at the District Council to work with town and parish councils.
- Make sure the Community Focus Officers have met with and engaged with the town and parish councils in their area.
- Email any funding updates, information, or consultations in a timely and effective manner.
- Avoid the use of jargon or acronyms when writing to town and parish councils.
- Meet with Leicestershire and Rutland Association of Local Councils twice a year and invite them to the quarterly parish liaison meetings.
- Officers to leave contact details via voicemail, to allow the clerks to be able to contact officers more effectively.

NWL Town and Parish Councils to:

- Attend all the parish liaison meetings or provide a representative to attend the meetings.
- Contact their Community Focus Officer if they are coming up against barriers at the district council that they are unable to resolve through their methods of engagement.
- Respond to any survey from NWLDC.
- Those that meet the requirements set out by the [transparency code](#) to keep their webpages up to date with contact details (clerk & councillors), meeting dates and appropriate documents (minutes, agendas, annual reports, etc).
- Encourage their councillors to access the information made available by NWLDC electronically.
- Share information from NWLDC to the local residents.

Training

North West Leicestershire District Council to:

- Community Focus team to provide an introduction meeting with new clerks. Inform new clerks of all district council officer (who's who) and councillor structure, relevant email and officer contacts.
- Offer a range of training to new and existing town and parish councillors following elections, including training from Leicestershire and Rutland Association of Local Councils.
- Arrange training that helps the clerk achieve outcomes from their communities/councillors, such as funding training.
- To promote relevant training that is available to clerks.

NWL Town and Parish Councils to:

- Promote and encourage new and existing councillors to attend training provided by NWLDC and Leicestershire and Rutland Association of Local Councils.
- Encourage the clerk and councillors to have the ability to access a computer and internet.
- Promote any other training to the community and community groups.

Consultation

North West Leicestershire District Council to:

- Consult with town and parish councils on district-wide issues that may have an impact on them.
- Where possible provide prior notification of a consultation.
- Aim to provide a minimum of six weeks to consult with town and parish councils.
- Encourage managers and team leaders of the importance to consult with town and parish councils.
- Include an executive summary, where possible (other than planning applications) to provide a concise explanation.
- Include contact details of the relevant officer that the town and parish councils can approach with any questions.

NWL Town and Parish Councils to:

- Respond within the timescale of the consultation period. If they are unable to respond in the given time to make contact with the appropriate team/officer as early as possible to discuss their needs.
- Respond to NWLDC consultations that represent the views of the town and parish council.
- Consult NWLDC on issues that could have an impact on the district (e.g. Neighbourhood Plans).
- Support consultation through engaging with task and finish working groups¹.

¹ Task and finish working group – a select number of town and parish councils who wish to be involved in a group to review a specific piece of work or be involved in a pilot and who can share the views of other parish councils perhaps of similar size or structure.

Planning and Development

North West Leicestershire District Council to:

- Undertake a formal period of public consultation prior to deciding a planning application (this may vary for listed building and conservation area consent).
- Issue required planning consultation to the relevant town or parish council.
- Publish information online in an open data format so that it is available to anyone who wishes to comment.
- Make planning applications available for comments for no less than 21 days or 14 days where a notice is published in a newspaper.
- Notify town and parish councils of the decision taken on planning applications.

NWL Town and Parish Councils to:

- Councils will be encouraged to respond to consultations and planning applications within the 21 days consultation period, even when no comments are made to make clear that the matter has been considered².
- Respond to amended plans within the 14 days consultation period if they wish to respond.
- Ensure their clerk has the capacity to receive planning applications electronically, to then circulate amongst their town and parish councillors.

² no representation will be reported as 'no comments received'

Licensing Service

North West Leicestershire District Council to:

- Inform the town and parish councils of any of the licence applications listed, providing 28 days to respond:

Licensing Act 2003 – Premises Licence - New

Licensing Act 2003 – Premises Licence - Variation

Licensing Act 2003 – Premises Licence – Interim Authority

Licensing Act 2003 – Club Premises Certificate – New

Licensing Act 2003 – Club Premises Certificate – Variation

Gambling Act 2005 – Premises Licence – New

Gambling Act 2005 – Premises Licence – Variation

Sexual Entertainment Venue – New

Sexual Entertainment Venue – Renewal

- Inform the relevant town and parish councils of any Street Trading Consent (new or renewal), providing 28 days to respond.
- Provide training to town and parish councils to use the Public Access for Licensing portal and any other software used for the purpose of consultations
- Provide training to town and parish councils on licensing laws and procedures
- Inform the relevant town or parish council in advance of an outdoor music event where, in the Licensing Teams opinion, it is likely to unduly disturb by residents after 10pm. Details of the event and instructions on what a resident should do if they experience unreasonable noise levels will also be shared.

NWL Town and Parish Councils to:

- Attend any relevant training provided by Licensing.
- Respond to licensing applications within the 28 days timeframe if they wish to comment.

Democratic Services

North West Leicestershire District Council to:

- The Returning Officer will share the 'statement of persons nominated' to the town or parish clerk.
- Following either a contested or uncontested election, the Returning Officer will give notice to the town or parish clerk the name of each candidate elected. In the absence of a town or parish clerk the notice will be given to the chair of the parish.
- Maintain a register of members' interests and will publish the register on the [Council's website](#).
- Provide training to parish members on the Code of Conduct following an election.
- District councillors are encouraged to engage with towns and parishes within their ward, to attend meetings of the town and parish council or provide written reports as appropriate.

NWL Town and Parish Councils to:

- Provide details to the Monitoring Officer for members' Disclosable Pecuniary Interests and Other Registerable Interests within 28 days of their election or appointment to office. If a member/s fails to complete a declaration of interests form the clerk will notify the Monitoring Officer.
- Notify the election team when a casual vacancy occurs in order to ensure that the correct procedure for filling the vacancy is followed. Where the parish is warded, please make it clear which ward is affected.
- Encourage clerk and councillors to attend Code of Conduct training.

Dispute resolution section

We always aim to provide a good quality service to all our residents; however, we don't always get things right first time.

We would encourage you to try to resolve your issues with the relevant department in the first instance, but if you are unable to, you can escalate your issues via the council's corporate complaints process.

If you wish to make a formal complaint against the council, you are able to do so by telephoning us on 01530 454545, writing to "Feedback" at the normal council address, emailing feedback@nwleicestershire.gov.uk or completing an [online form](#).

Joint Charter review period

The Joint Charter will be initially reviewed by the working group including officers from North West Leicestershire District Council, when appropriate.

This Joint Charter has been delivered in partnership with town and parish councils of North West Leicestershire.

North West Leicestershire District Council

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Role
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Appleby Magna Parish Council

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Role
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Ashby de la Zouch Town Council

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Role
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Ashby Woulds Town Council

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Role
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Belton Parish Council

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Role
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Breedon on the Hill Parish Council

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Role
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Castle Donington Parish Council

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Role
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Charley Parish Council

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Role
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Coleorton Parish Council

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Ellistown and Battleflat Parish Council

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Role
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Heather Parish Council

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Role
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Hugglescote Parish Council

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Role
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Ibstock Parish Council

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Kegworth Parish Council

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Role
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Lockington and Hemington Parish Council

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Role
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Long Whatton & Diseworth Parish Council

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Role
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Measham Parish Council

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Oakthorpe, Donisthorpe and Acresford Parish Council

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Role
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Osgathorpe Parish Council

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Packington Parish Council

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Ravenstone with Snibston Parish Council

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Snarestone Parish Council

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Swannington Parish Council

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Swepstone Parish Council

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Role
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Worthington Parish Council

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Role
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Whitwick Parish Council

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Role
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Useful Contacts and web addresses

North West Leicestershire District Council

01530 454545 / customer.services@nwleicestershire.gov.uk

Write to NWLDC

NWLDC

PO BOX 11051

Coalville

LE67 0FW

Website [North West Leicestershire District Council \(nwleics.gov.uk\)](http://North West Leicestershire District Council (nwleics.gov.uk))



NWLDC Community Focus – parish and town councils point of contact

- Emma Trahearn, Community Focus Team Leader – districtwide
01530 454567 / emma.trahearn@nwleicestershire.gov.uk
- Catherine (Cat) Ridgway, Community Focus Officer – Ashby, Measham and Moira
01530 454 740 / catherine.ridgway@nwleicestershire.gov.uk
- Zara Barnes, Community Focus Officer – Coalville Area
01530 454 613 / zara.barnes@nwleicestershire.gov.uk
- Gillian Squires, Community Focus Officer – Northern Parishes
01530 454771 / gillian.squires@nwleicestershire.gov.uk
- Jessica (Jess) Lloyd-Davies, Community Focus Support Officer – district wide (part time)
01530 454541 / jessica.lloyd-davies@nwleicestershire.gov.uk
Jess covers the NWLDC grants programme, the free tree scheme, green shoots scheme and link to other funding opportunities
- Helen Crouch, Food Poverty Officer – districtwide
01530 454 641 / helen.crouch@nwleicestershire.gov.uk
- Amy Flint, Community Focus and Community Safety Administration Support Officer
01530 454627 / Amy.flint@nwleicestershire.gov.uk

NWLDC Community Safety (Anti Social Behaviour/Violence Reduction/Hate Crime/CCTV/Safeguarding)

- Paul Collett 01530 454545 / csafety@nwleicestershire.gov.uk

Democratic Service

- 01530 454512 / electreg@nwleicestershire.gov.uk

Economic Development and Regeneration

- Economic.development@nwleicestershire.gov.uk

Planning

- Planning applications - 01530 454665 / Development.control@nwleicestershire.gov.uk
- Local Plan/Neighbourhood Plans – 01530 454676 / 01530 454653 / 01530 454684 / 01530 454726 / planning.policy@nwleicestershire.gov.uk

Waste

- 01530 454625 / streetcleaning@nwleicestershire.gov.uk

Licensing

- 01530 454838 / licensing@nwleicestershire.gov.uk

Leicestershire and Rutland Association of Local Councils

Chief Executive: Jake Atkinson

Deputy Chief Executive: John Kilcoyne



0116 2353800 / admin@leicestershireandrutlandalc.gov.uk

Jubilee Hall
Stadon Road
Anstey
Leicester
LE7 7AY

Website [Leicestershire & Rutland Association of Local Councils Limited \(leicestershireandrutlandalc.gov.uk\)](http://leicestershireandrutlandalc.gov.uk)

Leicestershire Parish and Town Councils

Website [Leicestershire & Rutland | UK Local Councils](http://leicestershireandrutlandalc.gov.uk)

National Association of Local Councils

0207 6371865 / nalc@nalc.gov.uk

109 Great Russell Street
London
WC1B 3LD

Website [National Association of Local Councils \(nalc.gov.uk\)](http://nalc.gov.uk)

Society of Local Council Clerks

01823 253646

The Society of Local Council Clerks
Collar Factory
Suite 2.01, 112 St. Augustine Street
Taunton
Somerset
TA1 1QN

Website [SLCC | Home](http://slcc.org.uk)

