



Scan the code above or visit www.nwleics.gov.uk/meetings for a full copy of the agenda.

SUMMONS TO ATTEND A MEETING OF THE
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 20 JUNE 2023
Location Forest Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact Democratic Services (01530 454512)



.....
Chief Executive

AGENDA

Item	Pages
PRAYERS	
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest	
3. CHAIR'S ANNOUNCEMENTS	
4. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS	
Members are reminded that under paragraph 11.1 of part 4 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
5. QUESTION AND ANSWER SESSION	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has	

powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Commercial Services.

6. QUESTIONS FROM COUNCILLORS

To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the Chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Commercial Services.

7. MOTIONS

To consider the following motion received from Councillor J Legrys:

Community Governance Review – Unparished Wards in the Coalville Area

We:

- Instruct the Chief Executive to commence preparation/initial work on a Community Governance Review (CGR)
- Ask that a report, including the terms of reference of a proposed review, be submitted to Council to enable an informed decision to be made, and if agreed, to establish a CGR Cross Party Working Group to oversee the CGR;
- Following public consultation, a report comes to Council to decide whether or not to establish a Town Council which will consist of the unparished area of the Broom Leys ward, Bardon ward, the unparished area of the Castle Rock ward, Coalville East ward, Coalville West ward, Greenhill ward, the unparished area of the Snibston North ward and Snibston South ward.
- The electoral ward of Thringstone to become a separate Parish area with its own Parish Council.

8. PETITIONS

To receive petitions in accordance with the Council's Petition Scheme.

9. MINUTES

To confirm the minutes of the meeting of the Council held on 23 May 2023.

3 - 8

10. COMMUNITY GOVERNANCE REVIEW PROCESS

Report of the Chief Executive

9 - 14

11. APPOINTMENTS TO COMMUNITY BODIES

Report of the Chief Executive

15 - 16

MINUTES of a meeting of the COUNCIL held in the Forest Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 23 MAY 2023

Present: Councillor R Boam (Chairman)

Councillors M Ball, A Barker, D Bigby, Blair-Park, R Blunt, M Burke, R Canny, D Cooper, D Everitt, T Eynon, M French, J Geary, T Gillard, K Horn, R Johnson, S Lambeth, P Lees, J Legrys, K Merrie MBE, Morley, R L Morris, P Moulton, J Page, E Parle, G Rogers, N J Rushton, A C Saffell, C A Sewell, S Sheahan, J G Simmons, N Smith, Sutton, A Wilson, J Windram, L Windram, A C Woodman and M B Wyatt

Officers: Mr J Arnold, Mr A Barton, Mr G Hammons, Mrs C Hammond, Thomas and Miss E Warhurst

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

There were no interests declared.

3. APPOINTMENT OF CHAIRMAN

Councillor R Boam said a few words regarding his year as Chairman. He thanked all officers and Members for their support throughout the civic year, particularly with his charity work for Hospice Hope. He advised that he had raised just over £3,500.

Nominations were sought for the Chairman for the ensuing year.

It was moved by Councillor R Blunt that Councillor R Morris be appointed as Chairman of the Council for 2023/24. The motion was seconded by Councillor T Gillard.

It was also moved by Councillor J Legrys that Councillor T Eynon be appointed as Chair of the Council for 2023/24. The motion was seconded by Councillor D Bigby.

As two nominations had been received, a vote was taken for each nominee, the result of which was tied. Therefore, in accordance with the Council's Constitution, the Chairman exercised his second and casting vote. It was

RESOLVED THAT:

Councillor R Morris be appointed as Chairman of the Council for 2023/24.

Councillor R Morris received the Chairman's chains and signed the Acceptance of Office. He thanked Members for electing him as Chairman and presented Councillor R Boam with his Past Chairman's badge.

4. APPOINTMENT OF DEPUTY CHAIRMAN

Nominations were sought for the Deputy Chairman for the ensuing year.

It was moved by Councillor R Blunt that Councillor K Horn be appointed as Deputy Chairman of the Council for 2023/24. The motion was seconded by Councillor T Gillard.

It was also moved by Councillor J Legrys that Councillor T Eynon be appointed as Deputy Chair of the Council for 2023/24. The motion was seconded by Councillor D Bigby.

As two nominations had been received, a vote was taken for each nominee, the result of which was tied. Therefore, in accordance with the Council's Constitution, the Chairman exercised his second and casting vote. It was

RESOLVED THAT:

Councillor K Horn be appointed as Deputy Chairman of the Council for 2023/24.

Councillor K Horn received the Deputy Chairman's chains and signed the Acceptance of Office.

5. APPOINTMENT OF LEADER

Nominations were sought for the Leader of the Council for the ensuing year.

It was moved by Councillor T Gillard that Councillor R Blunt be appointed as Leader of the Council for 2023/24. The motion was seconded by Councillor A C Saffell.

It was also moved by Councillor J Legrys that Councillor S Sheahan be appointed as Leader of the Council for 2023/24. It was seconded by Councillor D Bigby.

Before a vote was taken, in agreement with the Chairman, Councillor R Sutton addressed the meeting in relation to the expectations of his constituents and the decision on leadership for members to consider.

As two nominations had been received, a vote was taken for each nominee, the result of which was tied. Therefore, in accordance with the Council's Constitution, the Chairman exercised his second and casting vote. It was

RESOLVED THAT:

Councillor R Blunt be appointed as Leader of the Council for 2023/24.

Councillor R Blunt thanked Members for his appointment and vowed to do his best for the people of the District,

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Members for placing their trust in him by electing him to the role. He welcomed the newly elected Councillors and hoped that they enjoyed their ensuing terms of office. He also announced that he would be holding regular 'Chairman's Coffee Mornings' and would like to invite Members to attend, more details would follow.

A Member commented on the outcome of the recent District election and the resulting numbers within the political groupings. Statements were made from all sides of the Chamber regarding the decisions taken to form alliances and some concerns was raised as the political numbers meant future decisions taken by the Council would be controlled by the Chairman's casting vote.

7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

The Leader of the Council, Councillor R Blunt announced the appointments and delegations of executive functions for the forthcoming year as follows:

Leader – Councillor R Blunt
 Deputy Leader and Community Services Portfolio – Councillor M Wyatt
 Infrastructure Portfolio - Councillor K Merrie
 Planning Portfolio – Councillor T Saffell
 Corporate Portfolio – Councillor N Rushton
 Housing, Property and Customer Services Portfolio – Councillor A Woodman
 Business and Regeneration Portfolio – Councillor T Gillard

As in previous years the Executive responsibilities were to be delegated to the Cabinet to take decisions collectively.

Comments were made from the Leader of the Labour Group in relation to the make up of the administration and the Leader of the Council responded with some background information on how the decision was taken to form the alliance.

8. QUESTION AND ANSWER SESSION

No questions received.

9. QUESTIONS FROM COUNCILLORS

No questions received.

10. MOTIONS

No motions were received.

11. PETITIONS

No petitions were received.

12. MINUTES

Consideration was given to the minutes of the meeting held on 23 February 2023.

It was moved by Councillor T Gillard, seconded by Councillor R Blunt and

RESOLVED THAT:

The minutes of the meeting held on 23 February 2023 be approved and signed by the Chairman as a correct record.

13. APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS

At this point in the proceedings, the Chairman moved to adjourn the meeting to allow further discussions on the nominations for Committees and Community Bodies. It was seconded by Councillor J Legrys. Therefore, the meeting was adjourned at 7.00pm and reconvened at 7.30pm.

The Chief Executive presented the report to Members. Updated details of all nominations were set out in the additional papers which were circulated at the meeting following the adjournment.

It was announced that the Labour Group was in favour of the nominations as circulated subject to the Chair of the Local Plan Committee, for which Councillor D Bigby was nominated. Therefore, a separate vote on this committee was required.

The appointments for Committees and Groups as circulated at the meeting, subject to the Chair of the Local Plan Committee was moved by Councillor T Gillard and seconded by Councillor J Legrys.

The appointment of Chair of the Local Plan Committee as circulated at the meeting was put to the vote, the result of which was tied. Therefore, in accordance with the Council's Constitution, the Chairman exercised his second and casting vote. It was

RESOLVED THAT:

Councillor J Simmons be appointed as Chair of the Local Plan Committee.

The appointments for the remaining Committees and Groups were then put to the vote.

RESOLVED THAT:

The appointments to the Committees and Groups as circulated at the meeting, subject to the Chair of the Local Plan Committee, be agreed.

14. SCHEME OF DELEGATION

The Chief Executive presented the report to Members.

It was moved by Councillor K Merrie, seconded by Councillor T Gillard and

RESOLVED THAT:

The Scheme of Delegation in Part 2 – Section G of the Council's Constitution be agreed.

15. APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES

The Chief Executive presented the report to Members. Updated details of all nominations were set out in the additional papers which were circulated at the meeting following the adjournment earlier in the meeting.

A comment was received in relation to the omission of Coalville Town Football Club Committee from the Community Body list presented to Members. Councillor J Legrys formally nominated Councillor J Geary as the representative on this body as he has been for many years.

Officers agreed to investigate this omission and suggested that Council delegate the appointment to this body to the Chief Executive on this occasion. All Members agreed.

By affirmation of the meeting it was

RESOLVED THAT:

- a) The representatives be appointed to serve on the Community Bodies as circulated at the meeting.
- b) The authority to appoint Councillor J Geary to the Coalville Town Football Club Committee be delegated to the Chief Executive.

16. SCHEDULE OF MEETINGS 2023/24

The Chief Executive presented the report to Members.

A comment was made in relation to the importance of adhering to the schedule with no unexpected cancellation of meetings as has occurred during the last municipal year.

It was moved by Councillor K merrie, seconded by Councillor T Gillard and

RESOLVED THAT:

The Schedule of Meetings 2023/24 be approved.

17. ANNUAL MEMBER CONDUCT REPORT

The Chief Executive presented the report to Members.

It was moved by Councillor K Merrie Seconded by Councillor N J Rushton and

RESOLVED THAT:

The Member Conduct Annual Report 2022/23 be endorsed.

18. EVENTS LIST

The Chief Executive presented the report to Members.

Members felt that it was appropriate to provide a list of events for transparency, but it was recommended that officers continue to include additional events throughout the year should the need arise. It was agreed that the Holocaust Memorial Day was a welcomed addition to the list, but it was suggested that race, ethnicity and disability be added alongside religion in the protected characteristics as these were the other aspects of the Holocaust and other genocides. The Leader and Chairman fully supported the suggestions and would take the comments back to officers.

It was moved by Councillor T Gillard, seconded by Councillor N J Rushton and

RESOLVED THAT:

The Events List as detailed at Appendix A be adopted for the 2023/24 financial year.

The meeting was adjourned at 7.00pm and reconvened at 7.30pm

Councillor M Ball left the meeting at 7.40pm

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.54 pm

This page is intentionally left blank

Title of Report	COMMUNITY GOVERNANCE REVIEW PROCESS	
Presented by	Councillor Richard Blunt Leader of the Council	
Background Papers	GOV.UK Guidance on Community Governance Reviews	Public Report: Yes
Financial Implications	There are no direct implications at this time. However, it should be noted that there will need to be work undertaken as part of the Review to assess the impact on the Council's finances, including its Special Expense Policy and impact on Special Expenses. Any financial implications will be detailed in future reports.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Council has responsibility for conducting community governance reviews under the Local Government and Public Involvement in Health Act 2007. A review is either commenced as a consequence of a valid petition being made or the Council choosing to conduct such a review where it considers it necessary to make recommendations in relation to parished and unparished areas. The legislation and government guidance set out how such reviews should be conducted and these will be taken into account when conducting any review in future.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no direct implications at this time.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To provide Council with an overview of the process for conducting community governance reviews.	
Recommendations	THAT COUNCIL:- <ol style="list-style-type: none"> 1. NOTES THE PROCESS FOR CARRYING OUT A COMMUNITY GOVERNANCE REVIEW; 2. NOTES THAT A REPORT WILL BE BROUGHT TO A FUTURE MEETING OF THE COUNCIL WHICH WILL SEEK TO COMMENCE A COMMUNITY GOVERNANCE REVIEW AND AGREE THE TERMS OF REFERENCE OF THAT REVIEW. 	

1.0 BACKGROUND

- 1.1 Under the Local Government and Public Involvement in Health Act 2007 (the Act), the Council has responsibility for undertaking community governance reviews and deciding on recommendations made in relation to those reviews. A Community Governance Review (CGR) is a legal process whereby the council will consult those living in the area and other interested parties on the most suitable way of representing people in the parishes identified by the review. This means making sure that those living in the area and other interested

groups, have a say in how their local communities are represented. The CGR process can consider changes in population or other specific and/or local issues.

- 1.2 The Act sets out the process for taking decisions and implementing recommendations made in a CGR. This includes the creation of new parishes and the establishment of new parish councils, as well as other matters such as making changes to parish boundaries and electoral arrangements.
- 1.3 It is important to note that, as part of the process, councils must carefully consider changes to boundaries as these can have consequential effects on the boundaries of other tiers of local government.

2.0 UNDERTAKING A COMMUNITY GOVERNANCE REVIEW

- 2.1 The Act provides that the Council has a duty to conduct a community on the receipt of a valid petition.
- 2.2 For a petition to be valid it must be signed by the requisite number of local electors based on the most recently published electoral register. The three thresholds are as follows:-
 - For an area with fewer than 500 local electors, the petition must be signed by at least 37.5% of them;
 - For an area with between 500 and 2,500 electors, the petition must be signed by at least 187 of them;
 - For an area with more than 2,500 electors, the petition must be signed by at least 7.5% of them.

The petition must also define the area to which the review is to relate (whether on a map or otherwise) and specify one or more recommendations which the petitioners wish a community governance review to consider making.

- 2.3 The Act also provides for a council to conduct a CGR at any time, not just on the receipt of a valid petition, provided that such a review is for the purpose of making recommendations in relation to parished or unparished areas. The Council should use its knowledge and awareness of local issues when deciding whether to undertake a review, for example, following a major change in the population of a community or to re-draw boundaries which have become anomalous. However, both government guidance and advice from the Boundary Commission indicates that councils should avoid starting a community governance review if a review of district, London borough or county council electoral arrangements is being, or is about to be, undertaken. Members will be aware that the Local Government Boundary Commission for England (LGBCE) will shortly commence a review of the Electoral Arrangements in the District. Section 4 of this report sets out the implications on the timing of the CGR.
- 2.4 Where a petition has not been received and the Council wishes to conduct a CGR, it would do so by a motion or report being brought to Council in the usual way. That motion or report would then make recommendations as to how the community governance review should be conducted, having regard to the Council's duties under the 2007 Act in conducting such reviews.
- 2.5 Any review undertaken must be completed and published within 12 months of the start of the review or receipt of a valid petition (the 12-month period will run from when the terms of reference are published and ends on the publishing of the recommendations made as a consequence of the review). This includes any consequential recommendations to the Electoral Commission for related alterations to the ward/division boundaries. The Council will also be required to publish its decision following the review, along with its reasons for making that decision, as well as complying with notification requirements in relation to any reorganisation order made.

3.0 PROCESS TO BE FOLLOWED

3.1 In accordance with government guidance, when conducting a CGR the Council would need to build into its planning process a reasonable period of consultation with local electors and other stakeholders. The evidence gleaned from such consultation can then inform whether the recommendations should be adopted. The Council is also required under legislation to inform the County Council that the review is to be undertaken and provide it with the terms of reference for the review.

3.2 It is a key requirement of the legislation that for any corporate governance review, the terms of reference of that review are agreed at the outset, capture the information required under the Act, are published and are complied with during the course of the review.

3.3 The following process takes account of the legislation and government guidance:-

Trigger for a review	A valid petition; or A formal decision by Council to undertake a review (can be all or part of the area)
Terms of Reference	To include:- <ul style="list-style-type: none"> - The area that is the subject of the review - Why the Council is undertaking the review - Who will undertake the review (the Electoral Review Working Party and potentially members from the affected area) - Scope of the review - Who will be consulted and how - Timetable for the review - Factual information including electorate, present structure of parishes and their electoral arrangements - To assess the financial implications of the CGR for the Council
Notification to the County Council	Notify the County Council and provide it with the terms of reference for the review
Undertake the review	Consult with electors in affected area Consult with other interested bodies Consider any representations
Make recommendations	Recommendations will be made to reflect the identities and interests of the community in the area and shall include: <ul style="list-style-type: none"> • Whether a new parish or parishes should be constituted and if so, whether they are to be made from unparished areas only or an amalgamation of other existing parishes and/or parts of existing parishes • If a new parish is to be constituted, what the name of that new parish should be and whether it should have a parish council • What the electoral arrangements should be for that area <p>Any recommendations will need to be agreed by Full Council prior to being adopted and published</p>

Implement the review	<p>Make a Reorganisation Order to give effect to the recommendations made in the review. There will be requirements that need to be met in making such an order, including (but not limited to) the provision of a map to outline the area affected by the order and provisions in relation to the transfer of any assets and/or liabilities.</p> <p>Publish the order and map for public inspection</p> <p>Inform specified bodies e.g. Ordnance Survey</p> <p>Implement any incidental issues e.g. the transfer of any assets and/or liabilities</p>
----------------------	--

3.4 The effective date for the formation of a new parish council will be 1 April in the relevant year. Elections for a new parish will normally coincide with the next scheduled district Council and parish council elections. However, if the next scheduled elections are some time away it is possible to hold the first election to a new parish council in an earlier year with the councillors serving either a shortened or lengthened first term to allow the parish council's electoral cycle to return to that of the other parishes.

4.0. TIMING OF A COMMUNITY GOVERNANCE REVIEW

4.1 It had been proposed that a report be brought before Council to instigate a community governance review but as members will be aware, the Local Government Boundary Commission for England (LGBCE) is commencing a full review of the Electoral arrangements for North West Leicestershire following the all member briefing on Tuesday, 27 June 2023.

4.2 Both the LGBCE and the Government on conducting a CGR (link provided in the background papers to this report) guidance strongly discourage running the two reviews at the same time for the following reasons:

- running two separate reviews that both examine local administrative boundaries at the same time can be confusing for residents.
- through the electoral review there is also a possibility that the Commission may override any proposals put forward by a community governance review, which would obviously not be in the interest of the new town/parish areas/councils.

The indicative timeline for the LGBCE review provides for their review process to run from June 2023 to February 2025, concluding with the making of a parliamentary order in Spring 2025. Guidance will be sought from the LGBCE on the timing of the commencement of a CGR.

4.3 The work on both the LGBCE Review and any CGR, along with any subsequent polling places reviews, would need to be overseen by the Democratic Services team, and will require significant input from the Electoral Review Working Party. The Electoral Review Working Party may wish to invite the affected ward members of any proposals to join the working party to carry out the work on the community governance review at the appropriate time.

4.4 A detailed project plan will be developed to ensure that all the requirements of the legislation and government guidance are followed in conducting the community governance review.

4.5 A full work programme for the working party will also be drawn up to allow input from members at the appropriate time. This would include early discussions with members of the working party on the draft terms of reference for a community governance review. For example, the creation of a Coalville town parish (with or without a parish council) and whether all the unparished areas form part of that parish or whether the area is broken

down into smaller parishes. Consideration would also be given as to whether Thringstone is made a parish in its own right.

- 4.6 Given the above considerations, it is recommended that a report be brought a future meeting of Council to agree the terms of reference for commencing a CGR following the outcome of the Local Government Boundary Commission Electoral Arrangements Review.

Policies and other considerations, as appropriate	
Council Priorities:	Supporting Coalville to be a more vibrant, family-friendly town Our communities are safe, healthy and connected
Policy Considerations:	As detailed in the report
Safeguarding:	None at this time
Equalities/Diversity:	None at this time
Customer Impact:	None at this time
Economic and Social Impact:	None at this time
Environment and Climate Change:	None
Consultation/Community Engagement:	All group Leaders
Risks:	Any Community Governance Review should be carried out in line with legislation and relevant guidance.
Officer Contact	Elizabeth Warhurst Head of Legal and Support Services elizabeth.warhurst@nwleicestershire.gov.uk

This page is intentionally left blank

Title of Report	APPOINTMENTS OF REPRESENTATIVES ON COMMUNITY BODIES	
Presented by	Councillor Keith Merrie Infrastructure Portfolio Holder	
Background Papers	Correspondence from Community Bodies requesting nominations held in Room 122 (Democratic Services).	Public Report: Yes
Financial Implications	There are no direct financial implications	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	To comply with the Constitution	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no direct implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To appoint a representative to a vacancy on a community body	
Recommendations	<ol style="list-style-type: none"> 1. THAT COUNCILLOR R BLUNT BE APPOINTED TO REPRESENT THE COUNCIL ON EAST MIDLANDS COUNCIL; 2. THAT COUNCILLOR K MERRIE BE NOMINATED TO SUBMIT AN EXPRESSION OF INTEREST IN BEING A MEMBER OF THE REGIONAL EMPLOYER'S BOARD; 3. THAT COUNCILLOR A WOODMAN BE NOMINATED TO SUBMIT AN EXPRESSION OF INTEREST IN BEING A MEMBER OF THE REGIONAL MIGRATION BOARD. 	

1.0 BACKGROUND

- 1.1 Members will recall that appointments to community bodies were made at the Annual meeting of the Council in May. Following the meeting, the Authority received a request from East Midlands Council (EMC) to nominate Lead Members (Portfolio Holders) to represent the Authority on EMC and two of its boards.

2.0 EAST MIDLANDS COUNCIL NOMINATIONS

- 2.1 It is proposed that Councillor R Blunt, as Leader, be appointed to represent the Authority on East Midlands Councils.
- 2.2 There are two regional boards that the Council has been asked to put nominations forward for. These are the Employer's Board and the Migration Board. It is proposed that Councillor K Merrie be nominated for a seat on the Employer's Board, as the relevant Portfolio Holder and that Councillor A Woodman be nominated for a seat on the Migration Board.

Policies and other considerations, as appropriate	
Council Priorities:	Supporting Coalville to be a more vibrant, family-friendly town Support for businesses and helping people into local jobs Developing a clean and green district Local people live in high quality, affordable homes Our communities are safe, healthy and connected
Policy Considerations:	Constitution
Safeguarding:	Terms of Reference of the Community Bodies.
Equalities/Diversity:	Terms of Reference of the Community Bodies.
Customer Impact:	None
Economic and Social Impact:	None
Environment and Climate Change:	None
Consultation/Community Engagement:	The Leader of the Council
Risks:	To ensure appropriate representation to East Midlands Councils
Officer Contact	Elizabeth Warhurst Head of Legal and Support Services elizabeth.warhurst@nwleicestershire.gov.uk