



Welcome Pack for Attendees

at the Annual Parish Liaison Event January 27th January, 2016

Information included for you to refer to this evening:

1. Welcome letter and explanation of event format
2. Presentation Agenda
3. List of stallholders and information they have to share with you this evening
4. List of parish attendees at tonight's event

Useful Information

5. Key Officer contacts at HDC
6. List of Ward Councillors and contact details
7. Parish Communication survey results
8. Evaluation from the Annual Parish Liaison meeting 2015
9. Precept Requests from all Parishes over the last four years
10. Contact details for all parishes in the Harborough District
11. VASL Community Champions project Information

Useful Tools included to assist parishes

12. Community Resilience list of Templates available
13. Parish Precept Budget considerations
14. Parish Councillor Vacancy Procedure Flow Chart
15. Parish Meeting Chairman Training notes
16. Parish Meeting Legal Topic Note
17. Map of Harborough District Parishes (updated for 2016)
18. County/District and Parish responsibility areas
19. A template to assist parishes when discussing planning applications in their parish
20. HCYC Chill out bus, and youth service hire information (revised for 2016)
21. LRALC and benefits for members



What is happening this evening?

1. Market place of information and networking opportunity

We have 23 stalls supported by HDC service areas and other partnership organisations, all here to provide parishes with relevant and current information. Please do utilise this opportunity to speak to officers and collect information to share with fellow councillors.

A list of stall holders, and fellow parish ambassadors, is included in this pack.

2. Refreshments

Please help yourself to refreshments throughout the evening. Tea, coffee, water and a light buffet are being served in the refectory.

3. Presentations

Officers will be delivering presentations to update you on key focus areas, headlines and important developments for parishes.

As per the agenda included in this pack, you will see we are following a tight timescale. Therefore, we ask that you please write any questions and/or requests for more information on a comment sheet (found on each table) and post it in a comment box.

For your information, the presentation slides and all information included in your event pack will be emailed out to delegates after the event. Please feel free to forward this on to members of your parish who are not able to join us this evening.

Thank you for joining us.

Hayley Cawthorne

Parish Liaison and Engagement Officer at Harborough District Council
 07818 580409 / 01858 821 379 h.cawthorne@harborough.gov.uk



PRESENTATION AGENDA

Annual Parish Liaison Meeting 27th January 2016 (18:30 – 20:00)

Aims for this event:

- To give Parishes an update of what projects HDC has been working on which have involved parishes, over the last year
- To give Parishes an insight in to the planned HDC's work streams involving parishes in the coming year
- To share recent feedback around our communication with parishes over the last year
- To provide the opportunity for parish representatives to speak to other organisations who may be able to help and support parish projects
- To provide an opportunity for parish clerks, chairs and councillors to network

Time	Presentation Title	Presenter(s)
18:30	Introduction to event	Blake Pain <i>Leader of Council</i>
18:40	A snapshot of Harborough Parish Activity in 2015-16	Hayley Cawthorne <i>Parish Liaison and Engagement Officer</i>
18:45	Parish Opportunities, Challenges and Partnerships	Phil King <i>Portfolio Holder for Finance and Planning</i>
18:55	Precept Liaison Work and Budgets	Simon Riley <i>Head of Financial Services and Section 151 Officer</i>
19:15	Grants	Hayley Cawthorne <i>Parish Liaison and Engagement Officer</i>
19:25	Section 106 and Neighbourhood Planning	Matt Bills <i>Neighbourhood Planning and Green Spaces Officer</i>
19:35	Health and Well Being of Parishes	Hollie Hutchinson <i>Sport and Health Development Officer</i> Leanne Plummer <i>Physical Activity Development Officer</i>
19:45	Parish Liaison Feedback and Questionnaire	Rosita Page <i>Portfolio Holder for Community Partnership Team</i>
19:55	Thank you and Closing Words	Michael Rook <i>Chairman of the Council</i>
20:00	Event Closes	



STALLHOLDER LIST

Annual Parish Liaison Meeting 27th January 2016

	Organisa tion	Stall Title/Purpose	Stall Contact
1	HDC	Elections <ul style="list-style-type: none"> • The procedure to follow if a Parish Councillor resigns • Costs for bi-elections • Running a Neighbourhood Planning Referendum • Parish Councils: Collect your Electoral Register if you haven't already done so 	Sheena Mortimer Jo McEvoy Richard Ellis
2	LRALC	LRALC <ul style="list-style-type: none"> • Parish support for governance • Transparency grants 	Jake
3	HDC	Leisure Team <ul style="list-style-type: none"> • Activities currently happening in Harborough communities • How can PC/PMs get more involved to deliver these • Slipper exchange updates • Curling in Action 	Hollie Hutchinson Daniel Hallam Leanne Plummer Emma Andrew Chris Gould
4	HDC	Waste and Cleansing Team <ul style="list-style-type: none"> • Street Cleansing calendars in Hard copy • How to find when your bin will be collected on our website • Clarify fly-tipping process? • 'Clean for Queen' – What is it and how to get involved • Community Litter Picks – you provide the people we provide everything else. Come and find out more • Dog Fouling and stencilling • Fly Tipping – what are we currently doing and How do you report it Abandoned Cars and the Quick Response Team <ul style="list-style-type: none"> • Information about how the processes involved with abandoned cars • More information about hiring out our Quick Response Team to deliver Maintenance Services in your parish. 	Russell Smith John Kemp Mark Perris Caroline Averill

5	HDC/ LCC	Broadband Updates <ul style="list-style-type: none"> • Updates from roll our project • HERBS update 	Lee Byrne Helen Harris
6	HDC	Equalities and Safeguarding for parishes <ul style="list-style-type: none"> • Tools available to Parishes 	Julie Clarke
7	Voluntary Action Leicesters hire (VASL)	Befriending in parish communities <ul style="list-style-type: none"> • What is being delivered in the parishes • The new Community Champion project and how to get involved 	Nickie Philbin Maureen O'Malley
9	HDC	Neighbourhood Planning/ Parish Plans <ul style="list-style-type: none"> • Which Parishes are currently working on plans • Update on funding available 	Matt Bills
10	HCYC	Youth Provision information <ul style="list-style-type: none"> • Details on how to get the Chill Out Bus project to your area • How to get HCYC's assistance in setting up youth provision in your parish. South Kilworth case study. • Other charged services available include: <ul style="list-style-type: none"> ○ Intergenerational project support ○ Offer of training for parish councils to encourage better engagement with young people in their parishes. 	Stella Renwick Kate Boulton
11	HDC	Community Safety / Fire and Police <ul style="list-style-type: none"> • PREVENT/ HATE • Information on 'Rural Watch' • Opportunity to talk 'Face to Face' with Community Safety Officer and the Police • Feedback from the 'Cuppa with a Copper' Event 	Sarah Pickering Rose Woods PC Steve Winn PC Malcolm Roberts
12	Local Resilience Forum	Community Resilience <ul style="list-style-type: none"> • Map of the district illustrating both rest centres and parishes who have completed their Plan • Examples of completed Community Emergency plans in the District • Free DVD to promote writing Emergency Plan to your Parish 	John Brown
13	LCC	LCC Grants <ul style="list-style-type: none"> • Application form and guidance notes • Timescales and Grant Criteria • Examples of past projects • Comprehensive list of other external funders available 	Andy Hayes/ Noel Singh
14	HDC	Parish Liaison <ul style="list-style-type: none"> • Feedback from the years Parish Events 	Prepared by Hayley Cawthorne but stall will be un-manned

	HDC	<p>GRANTS</p> <p>New Homes Bonus/ Community Grant Fund</p> <ul style="list-style-type: none"> List of successful projects for the Community Grant Fund Dragons Den – past updates, and information about the future events <p>Section 106 Grants / Parish Need Assessments</p> <ul style="list-style-type: none"> Advertise application form and guidance notes Next grant window timescales Examples of past project applications Confirmation of funds available and to which parishes Section 106 parish training notes available hard copy CIL compliance explanation Examples of Evidence of Need 	Nada Hankin
16	HDC	<p>Communications</p> <ul style="list-style-type: none"> Parish communications questionnaire data Check through parish profile – any additions? Advertise next clerk coffee times <p>Also find information on LEADER Funding HERE</p>	<p>Dave West Ryan Finnegan</p> <p>Lee Byrne</p>
17	HDC	<p>Lifeline and Commissioning</p> <ul style="list-style-type: none"> Lifeline: what the service can offer to vulnerable and elderly members of the community. Lifeline: what we can offer to Parish Councils. Commissioning and procurement: advice on the Public Contract Regulations for parish councils. 	Jonathan Ward-Langman
18	HDC	<p>Planning Enforcement Team</p> <ul style="list-style-type: none"> Update on work to date Enforcement Pilot update and roll out plans Update on Public Space Protection Order – Dog controls Condition compliance – how to monitor with parish help? 	Christine Zaccharia Glen Baker
19	HDC	<p>Planning Team</p> <ul style="list-style-type: none"> Update on work to date main issues and what we have done parish involvement planning officers available to answer queries consultation sheet for parish comments Timeline of a planning application 	<p>Nick White Anisa Aboud Emma Baumber Adrian Eastwood</p>
20	HDC	<p>Local Plan</p> <ul style="list-style-type: none"> Update on work to date Where are we now? Parish profiles Evidence of Parish involvement 	Tess Nelson

21	HDC	Parish Energy projects <ul style="list-style-type: none"> • What has been done in Harborough District this year • What is continuing to be done • Parish advice 	Helen Chadwick
22	HDC	Rural Housing Enabling <ul style="list-style-type: none"> • Share the work which has been done with parishes over last year • Propose the idea for parishes to get involved with 	Raj Patel Richard Mugglestone
23	HDC	Regulation Services <ul style="list-style-type: none"> • Overview of what regulatory services covers • Contact details for referral requests for services 	Elaine Bird

Confirmed Attendees at the Annual Parish Liaison Meeting 27th January 2016

Doc 4.

1	Janette Ackerley Ward Councillor for Lutterworth – Swift
2	Cindy Andrews Councillor Great Glen Parish Council
3	Lindsey Astle Councillor Misterton and Walcote Parish Council
4	Liz Auterson Chair Tilton and Halstead Parish Council
5	Debbie Barber Parish Manager Broughton Astley Parish Council
6	Kate Barker Clerk Burton Overy Parish Council
7	Lynne Beasley-Reynolds Ward Councillor for Kibworth
8	Stephen Bilbie Ward Councillor for Fleckney
9	Alan Birch Councillor Fleckney Parish Council

10	Sue Bloy Clerk Thurnby and Bushby Parish Council
11	Lesley Bowles Ward Councillor for Bosworth
12	Jean Cairns Clerk Lowsby & Cold Newton Parish Meeting
13	Terry Cane Clerk Arnesby Parish Council
14	Stephanie Chippendale Councillor Bruntingthorpe Parish Council
15	Alistair Clemence Councillor Hungarton Parish Council
16	Warren Dawson Councillor Ashby Magna Parish Council
17	Philip Day Clerk Willoughby Waterleys Parish Council
18	Robin Deacon Councillor Claybrooke Magna Parish Council

19	Mary Dilks Councillor Lubenham Parish Council
20	Peter Elliott Chairman Scraptoft Parish Council
21	Nicola Elson Administrative Assistant Broughton Astley Parish Council
22	Chris Faircliffe Chairman Bitteswell with Bittesby Parish Council
23	Kevin Feltham Chair Kibworth Harcourt Parish Council
24	Frank Fisher Chairman Shawell Parish Meeting
25	Reg Flint Councillor Bitteswell with Bittesby Parish Council
26	Peter Francis Councillor Billesdon Parish Council
27	Bob Gahan Councillor Broughton Astley Parish Council

Confirmed Attendees at the Annual Parish Liaison Meeting 27th January 2016

28	Roger Garratt Councillor Kibworth Beauchamp Parish Council			46	Julian Kent Councillor Gilmorton Parish Council
29	Tim Gascoigne Councillor Great Glen Parish Council			47	Phil King Ward Councillor for Kibworth
30	David Gibley Clerk Great Easton Parish Council			48	Peter Lawrence Chairman North Kilworth Parish Council
31	Alison Gibson Clerk Tur Langton Parish Council			49	Pauline Lindsay Clerk Kibworth Harcourt Parish Council
32	Tim Gidley Wright Councillor Medbourne Parish Council			50	Peter Lutman Councillor Houghton on the Hill Parish Council
33	Bill Glasper Chairman Great Glen Parish Council			51	Liz Marsh Councillor Misterton and Walcote Parish Council
34	Stu Glover Councillor Dunton Bassett Parish Council			52	Andy May Clerk Hungarton Parish Council
35	Rhian Goodman Secretary Laughton Parish Meeting			53	Sindy Modha Ward Councillor for Billesdon
36	Mr Haydn Gopsill Councillor Thurnby and Bushby Parish Council			54	Alex Mofford Chairman Dunton Bassett Parish Council
37	Angela Hall Clerk Foxton Parish Council				
38	Rosemary Hamilton Councillor Houghton on the Hill Parish Council				
39	Bob Harrison Chairman Gilmorton Parish Council				
40	Valerie Hawes Councillor Great Glen Parish Council				
41	Ian Hill Councillor Houghton on the Hill Parish Council				
42	Tony Hiron Councillor Lutterworth Town Council				
43	Michael Hopkinson Councillor Houghton on the Hill Parish Council				
44	Tony Johnson Chairman Keyham Parish Meeting				
45	Peter Jones Clerk Claybrooke Magna Parish Council				

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Doc 4

55	Lavinia Moyes Councillor Gilmorton Parish Council
56	Ros Ousey Chairman Mowsley Parish Meeting
57	Rosita Page Ward Councillor for Ullesthorpe
58	Ann Parrott Councillor Great Glen Parish Council
59	Andrew Palmer Councillor Great Glen Parish Council
60	Mike Perks Councillor Lutterworth Town Council
61	Louise Pilkington Chairman Medbourne Parish Council
62	Cherry Rae-Smith Chairman Wistow & Newton Harcourt Parish Council

63	Michael Rainey Chairman Theddingworth Parish Council
64	Nick Reseigh Chairman Claybrooke Magna Parish Council
65	Martin Reynolds Councillor Shearsby Parish Council
66	Bernard Rice Councillor Foxton Parish Council
67	Mike Rook Chairman Skeffington, Marefield and Withcote Parish Meetings
68	Lesley Sanderson Clerk Great Glen Parish Council
69	Jenny Saville Clerk Tilton and Halstead Parish Council
70	Julie Simpkin Councillor Gilmorton Parish Council

71	Ann Sleath Chairman Houghton on the Hill Parish Council
72	Julie Smith Chairman Ashby Magna Parish Council
73	Hannah Surtees Clerk Lutterworth Town Council
74	Tom Taylor Councillor Kibworth Beauchamp Parish Council
75	Jane Vann Chairman Shearsby Parish Council
76	Mike Ward Chairman Foxton Parish Council
77	Frances Webster Clerk Kibworth Harcourt Parish Council
80	Janet Withers Councillor Ashby Magna Parish Council.
81	Alison Wood Deputy Clerk Broughton Astley Parish Council

Confirmed Attendees at the Annual Parish Liaison Meeting 27th January 2016

82	Yvette Walters Clerk Bruntingthorpe Parish Council and Gilmorton Parish Council
83	Paul Whiteman Councillor Bruntingthorpe Parish Council
84	Chris Wood Chairman Kibworth Beauchamp Parish Council
85	Tony Youngjohns Clerk Mowsley Parish Meeting



5. Contact Details of Harborough District Council Officers for Main Issues Arising in Parishes (correct at 25th January 2016)

Issues/Enquiry Area	Officer	Office	Mobile	Email
Parish Liaison Officer	Hayley Cawthorne	01858 821 379	07818 580 409	h.cawthorne@harborough.gov.uk
Precept	Carolyn Bland	01858 821 220	-	c.bland@harborough.gov.uk
Waste	Russell Smith and team	01858 821 132	07818 588052	waste@harborough.gov.uk
Street Cleansing	John Kemp and team	01858 821 132	07917 233 956	waste@harborough.gov.uk
Neighbourhood Planning	Matthew Bills	-	07703 211 863	m.bills@harborough.gov.uk
Community Assets (<i>street signs/ quick response team</i>)	Caroline Averill	-	07775 004 611	c.averill@harborough.gov.uk
Community Safety	Sarah Pickering	01858 821349	07917 502 851	s.Pickering@harborough.gov.uk
Planning Enforcement	Rose Woods	01858 821361	07825 385 578	R.Woods@harborough.gov.uk
	Christine Zacharia (Team Leader)	01858 821031	07710 663 493	planningenforcement@harborough.gov.uk
	Martin Welford	01858 821033	07917 550 251	
	Heather Wakefield (P/T)	01858 821032	07826 893 736	
Licensing and Licensing Enforcement	Glen Baker	01858 821034	07919 691 907	Licensing@harborough.gov.uk
	Sarah Greenway	-	07789 923 127	
	Jessica Nicholls	-	07920 594 822	
Planning Policy/ Strategic Housing	Nicky Riddle	01858 8212121		
	Team Number	01858 821160	07818 587 750	planningpolicy@harborough.gov.uk
	Tess Nelson	01858 821144	07818 587 702	t.nelson@harborough.gov.uk
	Stephen Pointer	01858 821168	-	s.pointer@harborough.gov.uk
Elections and Register of Electors	Raj Patel	-	07795 641 619	r.patel@harborough.gov.uk
	Sheena Mortimer	01858 821366	-	s.mortimer@harborough.gov.uk e.services@harborough.gov.uk
Parish Governance Arrangements	Richard Ellis	01858 821155	-	r.ellis@harborough.gov.uk

Issues/Enquiry Area	Officer	Office	Mobile	Email
Environment Team	Ian Bartlett (Team Leader)	-	07818 587 931	EnvironmentTeam@harborough.gov.uk
	Peter Gibson	-	07919 396 931	
	Clare Lawrence	-	07920 594 809	
	Gareth Rees	-	07976 431 236	
Monitoring Officer	Verina Wenham	01858 821248	-	V.Wenham@harborough.gov.uk
Health and Sport	Hollie Hutchinson	01858 821289	07887 946 220	h.hutchinson@harborough.gov.uk
	Leanne Plummer	01858 821285	-	l.plummer@harborough.gov.uk

Development Management Planning Officers

	Office	Mobile	Email
Development Planning Manager: Adrian Eastwood	01858 821142	07825 385718	a.eastwood@harborough.gov.uk
Special Projects Officer: Mark Patterson	01858 821152	07881 500852	m.patterson@harborough.gov.uk
Planning Duty (General Enquiries):	01858 821004	-	planning@harborough.gov.uk
Planning Applications Team Leader & Planning Connections Team Leader: Louise Finch	01858 821137	07880 833 018	l.finch@harborough.gov.uk
Planning Applications Team Leader & Planning Connections Team Leader: Nicola Parry	01858 821145	07880786395	n.parry@harborough.gov.uk
Planning Officer: Nick White	01858 821134	07880 780773	n.white@harborough.gov.uk
Planning Officer: Janet Buckett	Currently on maternity leave	-	-
Planning Officer: Susan Garbutt	01858 821169	07880 993048	s.garbutt@harborough.gov.uk
Planning Officer: Mike Smith	01858 821129	-	mike.smith@harborough.gov.uk
Planning Officer: Naomi Rose (Mon 9.30-2.30 & Tues to Thurs 9.30-2.00)	01858 821136	07881 501603	n.rose@harborough.gov.uk
Planning Officer: Chris Brown (Mon, Tues & alternate Weds)	01858 821140	07825 844090	c.brown@harborough.gov.uk
Planning Officer: Tim Slater (Mon, Tues & Thurs)	01858 821207	07764 818154	t.slater@harborough.gov.uk
Conservation Officer: Emma Harrison	01858 821156	07880 993048	e.harrison@harborough.gov.uk
Technical Planning Assistant: Sukaina Devraj	01858 821128	07795 541554	S.Devraj@harborough.gov.uk
Technical Planning Assistant: Emma Baumber	01858 821143	07825 385721	e.baumber@harborough.gov.uk
Technical Planning Assistant: Anisa About	01858 821284	07810 853638	a.about@harborough.gov.uk

If you are unsure of who to contact directly, please contact Hayley Cawthorne, your Parish Liaison Officer, who will then signpost you accordingly



6. List of Harborough District Ward Councillors

(Correct at 19/01/2016)

Councillor	Ward	Parishes included in this ward	Email address
 Councillor Cindy Modha	Billesdon	Billesdon Cranoe Frisby Gaulby Glooston Goadby Illston on the Hill Kings Norton Noseley Rolleston Slawston Stanton Wyville Welham	s.modha@harborough.gov.uk
 Councillor Lesley Bowles	Bosworth	Husbands Bosworth North Kilworth Knaptoft Welham Mowsley South Kilworth	l.bowles@harborough.gov.uk
 Councillor Bill Liguorish	Broughton Astley – Sutton	-	w.liquorish@harborough.gov.uk
 Councillor Paul Dann	Broughton Astley – Primethorpe	Broughton Astley	p.dann@harborough.gov.uk
 Councillor Richard Tomlin	Broughton Astley (Broughton Ward)	Broughton Astley	r.tomlin@harborough.gov.uk
 Councillor Mark Graves	Broughton Astley - Astley	Broughton Astley	m.graves@harborough.gov.uk
 Councillor Neil Bannister	Dunton	Ashby Magna Ashby Parva Dunton Bassett Frolesworth Leire	n.bannister@harborough.gov.uk

 <p>Councillor Charmaine Wood</p>	Fleckney	Fleckney	c.wood@harborough.gov.uk
 <p>Councillor Stephen Bilbie</p>	Fleckney	Fleckney	s.bilbie@harborough.gov.uk
 <p>Councillor Grahame Spendlove-Mason</p>	Glen	Burton Overy Carlton Curlieu Little Stretton Great Glen Wistow	g.spendlove-mason@harborough.gov.uk
 <p>Councillor James Hallam</p>	Glen	Burton Overy Carlton Curlieu Little Stretton Great Glen Wistow	j.hallam@harborough.gov.uk
 <p>Councillor Lynne Beesley-Reynolds</p>	Kibworth	Kibworth Beauchamp Kibworth Harcourt East Langton Shangton Smeeton Westerby Thorpe Langton Tur Langton West Langton	l.beesley-reynolds@harborough.gov.uk
 <p>Councillor Christopher Holyoak</p>	Kibworth	Kibworth Beauchamp Kibworth Harcourt East Langton Shangton Smeeton Westerby Thorpe Langton Tur Langton West Langton	c.holyoak@harborough.gov.uk
 <p>Councillor Philip King</p>	Kibworth	Kibworth Beauchamp Kibworth Harcourt East Langton Shangton Smeeton Westerby Thorpe Langton Tur Langton West Langton	p.king@harborough.gov.uk

 Councillor Blake Pain	Lubenham	Lubenham Theddingworth Foxton Gumley Laughton Saddington	b.pain@harborough.gov.uk
 Councillor Geraldine Robinson	Lutterworth- Orchard	Lutterworth	g.robinson@harborough.gov.uk
 Councillor Elaine Chapman	Lutterworth- Brookfield	Lutterworth	r.tomlin@harborough.gov.uk
 Councillor Matthew Hammond	Lutterworth- Springs	Lutterworth	m.hammond@harborough.gov.uk
 Councillor Janette Ackerley	Lutterworth-Swift	Lutterworth	j.ackerley@harborough.gov.uk
 Councillor Richard Hadkiss	Market Harborough- Logan	-	R.Hadkiss@harborough.gov.uk
 Councillor Jo Brodrick	Market Harborough – Welland	-	j.brodrick@harborough.gov.uk
 Councillor Dr Sarah Hill	Market Harborough- Great Bowden & Arden	Great Bowden	s.hill@harborough.gov.uk
 Councillor Barry Champion	Market Harborough- Great Bowden & Arden	-	B.Champion@harborough.gov.uk

 <p>Councillor Phil Knowles</p>	<p>Market Harborough- Great Bowden & Arden</p>	<p>Great Bowden</p>	<p>p.knowles@harborough.gov.uk</p>
 <p>Councillor Barbara Johnson</p>	<p>Market Harborough- Logan</p>	<p>-</p>	<p>b.johnson@harborough.gov.uk</p>
 <p>Councillor Derek Evans</p>	<p>Market Harborough – Little Bowden</p>	<p>-</p>	<p>d.evans@harborough.gov.uk</p>
 <p>Councillor Amanda Nun</p>	<p>Market Harborough – Little Bowden</p>	<p>-</p>	<p>a.nunn@harborough.gov.uk</p>
 <p>Councillor Julie Simpson</p>	<p>Market Harborough- Welland</p>	<p>-</p>	<p>j.simpson@harborough.gov.uk</p>
 <p>Councillor Roger Dunton</p>	<p>Market Harborough- Welland</p>	<p>-</p>	<p>r.dunton@harborough.gov.uk</p>
 <p>Councillor John Everett</p>	<p>Misterton</p>	<p>Cathorpe Cotesbach Gilmorton Misterton and Walton Shawell Swinford Westrill and Starmore</p>	<p>j.everett@harborough.gov.uk</p>
 <p>Councillor Michael Rickman</p>	<p>Nevill</p>	<p>Allexton Blaston Bringhurst Drayton Great Easton Hallaton Horninghold Medbourne Nevill Holt Stockerston</p>	<p>m.rickman@harborough.gov.uk</p>

 Councillor Neville Hall	Peatling	Arnesby Peatling Parva Peatling Magna Bruntingthorpe Kimcote and Walton Shearsby Willoughby Waterleys	n.hall@harborough.gov.uk
 Councillor Simon Galton	Thurnby & Houghton	Thurnby and Bushby Scraptoft Houghton on the Hill Stoughton	s.galton@harborough.gov.uk
 Councillor Peter Elliott	Thurnby & Houghton	Thurnby and Bushby Scraptoft Houghton on the Hill Stoughton	p.elliott@harborough.gov.uk
 Councillor Amanda Burrell	Thurnby & Houghton	Thurnby and Bushby Scraptoft Houghton on the Hill Stoughton	a.burrell@harborough.gov.uk
 Councillor Mike Rook	Tilton	East Norton Hungarton Keyham Launde Loddington Lowesby & Cold Newton Marefield Owston and Newbold Skeffington Tilton on the Hill Tugby and Keythorpe Withcote	m.rook@harborough.gov.uk
 Councillor Rosita Page	Ullesthorpe	Ullesthorpe Bitteswell with Bittesby Claybrooke Magna Claybrooke Parva	r.page@harborough.gov.uk



PARISH COMMUNICATION SURVEY RESULTS FOR 2015-2016

Total returns: 59 out of 87 Parish Council/Parish Meeting returns = 68% (3 late submissions still to be added)
Last year: 62 out of 87 Parish Councils/Parish Meetings returns = 71%

RESULTS

1. How do you rate general communication from HDC over this last year?

	Very Poor	Poor	Satisfactory	Good	Excellent
Overall figures	0%	1.69%	18.64%	45.76%	33.9%
2014/15		3%	20%	52%	25%

Parish Councils	0%	2.86%	25.71%	48.57%	22.86%
2014/15		3%	18%	56%	23%

Parish Meetings	0%	0%	8.33%	41.67%	50%
2014/15		5%	23%	43%	29%

2. To what degree, on a scale of one to ten, do you feel that Harborough District Council keep you informed about matters of Parish Interest, in general?

	No Answer	1 Extremely badly	2	3	4	5	6	7	8	9	10 Extremely Well
Overall Figures	0	0	0	0	0	1.69%	6.78%	16.95%	18.64%	23.73%	32.20%
2014/15			1%		8%	7%	15%	23%	19%		27%

Parish Councils	0	0	0	0	0	2.86%	8.57%	25.71%	0%	0%	45.83%
2014/15					13%	8%	15%	31%	10%		23%

Parish Meetings	0	0	0	0	0	4.17%	4.17%	4.17%	16.67%	29.17%	45.83%
2014/15			5%		5%	14%	10%	33%			33%

3. To what degree do you rate your working relationship with the District Council?

	Not answered	Very Poor	Poor	Satisfactory	Good	Excellent
Overall figures	0	0%	1.69%	25.42%	50.85%	22.03%
2014/15	1%		3%	25%	50%	21%

Parish Councils	0	0%	2.86%	28.57%	51.43%	17.14%
2014/15	3%		3%	20%	51%	23%

Parish Meetings	0	0%	4.55%	36.36%	40.91%	18.18%
2014/15			5%	33%	48%	14%



EVALUATION For Annual Parish Liaison Meeting 2015

Wednesday 28th January 2015: Leicester Grammar School, Great Glen

Aims for this event:

- To give Parishes an update of what projects HDC has been working on which have involved parishes, over the last year
- To give Parishes an insight in to the planned HDC's work streams involving parishes in the coming year
- To share recent feedback around our communication with parishes over the last year
- To provide the opportunity for parish representatives to speak to other organisations who may be able to help and support parish projects
- To provide an opportunity for parish clerks, chairs and councillors to network

ATTENDEES: 102 plus officers

Feedback: 56 Feedback forms collected

Questions	1 Poor	2 Fair	3 Good	4 Excellent
How do you rate the quality of information given at this event?			37 66%	19 34%
How worthwhile do you feel this event was for you and for your parish?	1 2%	2 4%	40 71%	13 23%
How well organised do you feel this event was?		1 2%	23 41%	32 57%
How do you rate the format and structure of the event?		5 9%	36 64%	15 27%
How do you rate the quality of the stallholders?		6 11%	32 57%	18 32%
How do you rate the presenters?		7 12%	28 50%	21 38%
What is your overall rating of the event?		2 3%	30 54%	24 43%

Is there anything that should have been added to this event?	<ul style="list-style-type: none"> • No x 9 • Learning how the council works • How do all volunteer groups and charities in HDC work better together under a coordinated system?
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<p>What was the most helpful information throughout the event?</p>	<ul style="list-style-type: none"> • Elections x 10 • Budget x 5 • Strategic planning and timeline x 3 • Community Broadband x 3 • Planning x 3 • Availability of grants x 2 • Community resilience x 2 • Neighbourhood Planning x 1 • All of it x 3 • Most • Various stalls of information • Stalls very good • Speeches very good • Strategic planning information new and valued • Encouraging to hear that cooperation between parishes and HDC is great
<p>General Comments</p>	<ul style="list-style-type: none"> • Very good • First time attending. Very good • Very well presented • Thanks • Great! Ta! • Well done • Well done – most interesting • Very informative and useful event • Everyone’s enthusiasm is fab! More of the same please • Work on the sound system • Very good • Very informative evening. Keep up the good work • Timing over-ran. A start at 6.30 pm next year might be a good thing? • A 90 minute programme should not overrun by 15 minutes • Elections too detailed and long • Should finish on time. Election presentation too long for this event • Please do not overrun • If arrival time is 5.30 pm then suggest you start presentations earlier • Why do I always feel our parish falls through the gaps • Monitor each officer’s time • A very useful and informative event • Good information • A very useful evening • Just right! • Very good • Worthwhile meeting • Sort out Microphones • Excellent job, super asset to HDC and the District’s parishes • Very well organised. Essential to keep this going, and build on communication and relationships • A little long in presentations and visiting stalls • Keep it short – less speeches but 2 per year?

Follow up
Emails from
parishes

- Well done on last night we all thought it was a very useful event... A couple of our members are now keen to produce a Resilience Plan as a result of attending
- Well Done. We both enjoyed the meeting last evening and found out information which will help us in all sorts of areas for our parish.
- As a new boy to the chairmanship of our parish and the first of your meetings I have attended, I would like to thank you and your team for such a well presented meeting last night. Well done to all that obviously put a lot of effort and enthusiasm into the topics by individual speakers.
- Firstly, thank you very much for last evenings event. As a very newly elected councillor I found the whole event most useful.
- I did not receive a Feedback Form last night, however, I wish to feedback the following:
 - Excellent venue
 - A good mix of stallholders and great for Clerks to meet with HDC Officers and other agencies that they speak to on a regular basis
 - An opportunity for members to turn their negatives into positives
 - As an employee of our Council I found all the presentations very relevant
 - The 'Welcome Pack' is a really useful document for reference
 - As members were not aware of the format in advance, I did feel that they would have preferred to have arrived later so that their evening was not as long

Thank you for your efforts in putting the evening together, parish liaison is the future!

- Very good meeting last night, in depth information and very well presented by all the speakers.
- Excellent event last night - I got more from chatting to stall holders than the presentation - and also lots of info.
- Congrats on last night - it was well-thought-out well-prepared and well-presented.
- Just a line to thank you for the parish liaison meeting you organised this week. I sat at the 'Great Glen table', which was full of their councillors, and afterwards their reaction was very positive. I am a great believer in communication, and such an event allows it to happen. Well done.

**Follow up
Emails from
stallholders**

1. It's a big thank you to you for organising such a well-attended event! We were very busy with visitors to our stall, some we could help straight the way others we are collecting information for them and sending it on.
Well done and I look forward to next year.
2. Thank you for being super-organised and making it easy for us. I'm really glad it was a success. It was a really good opportunity for us to network and get our info out. Thanks so much for inviting us. Thanks again
3. It was a good event, well attended-I got some good one to one time with various Parish Councils on the grants and other community related issues. I also thought the Achievements in 2014 was really good – presented in a good way.
4. I got a lot out of last night and found it a very useful way of engaging with all parishes at the same time.
5. I thought it went very well last night – well organised, and generally very well presented! There can never be enough parish liaison.
6. Sure you have been inundated with emails saying this but congrats for yesterday, have been to a fair few and that was by far the best attended and organised I have seen!!
7. Just a quick email to say thanks for involving us in last night's event. We got a very positive response from the Parishes that spoke to us.
I thought the event was excellent and brilliantly organised so well done!
Please bear us in mind if there are any other Parish events or training sessions that you would like us to provide to Parish Councils. Well done again.
8. I thought that the event was fantastic. There was such a good atmosphere and a good mix of stall holders. Wow what a turn out. I really enjoyed being at the event and would like to say thank you very much for inviting me to attend.

Case No Cllr Name Sum No	Chair	Chair Email Contacts	Chair Tel / Fax	Chair	Chair Email Contacts	Chair Tel / Fax	Chair	Chair Email Meetings
Meeting	None	None	None	Sean Williams Manor Farm Main Street Alexton Leicestershire LE16 9AB seanwilliams2@btinternet.com				seanwilliams2@btinternet.com
Council	1	Tony Cane Clerk to Amesby Parish Council Oak Lodge 31 Peters Road Amesby Leicester LE5 5WJ Tel: 0116 2479136/ 0781 0643228		Graham Middleton, The Bank Amesby, Leicester 5WE LEB		1629		
Council	1	Mrs Y Walters 4 Churchill Drive Upper Bruntingthorpe Lutterworth Leicestershire LE17 5XQ Tel: 0116 2478588		Julie Smith 37 Pearl Road Ashby Magna LE17 5NQ		01455 209 804		
Meeting	1	None	None	Tim Olsavanger Ciberts Asby Farm Lutterworth LE17 5TY		01455 209410		olsavanger@lutterworth99.fsnet.co.uk
Council	1	Mr P Camm 2 North Street West Ippington Oakham Rutland LE15 9SG 01572 822062		Paul Collins S Weave Closes Bileston Leicestershire LE17 9DY		H: 0116 259 6278 M: 07902 897759		paul.collins7255@gmail.com
Council	1	Cathy Walsh 8 Hazel Drive Lutterworth Leicestershire LE17 4TX 07361 810 375		Mr C Faircliff West End Farm The Green Bliswaswell Leicestershire LE17 4SE		Tel: 01455 557908		chris.faircliff1@btinternet.com
Meeting	1	Mrs Della Stomas Biston Lodge Biston Leicestershire 01868 556688		Mr P Kennedy The Old Barn Biston Market Harborough Leicestershire LE16 8DE		Tel: 01868 556666		pdubois@btinternet.com
Meeting	1	Nick Hawkins Welland Highgate Brington Harborough LE16 8RJ 01536 770445		Christopher Newton Manor Farmhouse Dayton Leicestershire LE16 8SD		07771 915182		cmh50@gmail.com
Council	1	Mrs Debbie Barber Broughton Ayley Parish Council Station Road Broughton Ayley Leicestershire LE9 6PT Tel: 01455 285955 Fax: 01455 283120		Councillor Clive Grafton- Read 318 Coventry Road Broughton Ayley Leicestershire LE9 6DB		01455 285069		
Council	1	Mrs Y Walters 4 Churchill Drive Upper Bruntingthorpe Lutterworth Leicestershire LE17 5XQ Tel: 0116 2478589		Mr Paul Whiteman Red Roods Church Wick Bruntingthorpe LE17 8QH		01162 476 055		

Chair / Vice Chair / Clerk	Club	Club Email Contact	Club Telephone	Club	Club Telephone	Club Email Contact	Club Telephone	Chair / Vice Chair	Chair / Vice Chair Email	Chair / Vice Chair Telephone
1	Mrs Rose Barber Springside House, Scotland Lane Burton Overy Leicestershire LE8 3DR	burtonovaryc@btinternet.com	01827 797125	Cliff Francis Brown South View, The Gravel, Burton Overy, LE8 9DS		francis-b@hotmail.co.uk		Chair / Vice Chair		
Meeting	Sir Geoffrey Palmer Carlton Curlew Hall Main Street, Carlton Curlew Leicestershire LE8 0PH		Tel: 0116 2592658	Mr Roy Fisher The Kroll, Earl Lane, Cathorpe LE17 6DD	07975 694061	royfisher@btinternet.co.uk		Chair / Vice Chair		
Meeting	None		None	Mark Roshay Ashleigh House, Main Road Claybrooke Magna LE17 5 AU	01455 202813	mark.roshay@gmail.com		Chair / Vice Chair		
1	Mr P A Jones 21 Highcott Husbands Bosworth Leicestershire LE17 6LF	paj@medibut.net	01858 880741	Geoff Scrime, 26 Western Drive, Claybrooke Park LE17 5AG	01455 209 500	pmush@btopenworld.co.uk		Chair / Vice Chair		
1	Margaret Wild, Sammy Cotesbach, Lutterworth, LE17 4HZ	m.wild@talktalk.net	01455 558960 07831 467309	Mr A Adcock Hornleigh Cotesbach Leicestershire LE17 4HZ	01455 522899	aadcock@aol.com		Chair / Vice Chair		
1	Ann Aldridge Orange Cottage Main Street Crance LE16 7SW		01455 203129	Peter Boddy The Old Rectory Church Hill Crance LE 16 7SN	079932 72702	peterboddy@btinternet.com		Chair / Vice Chair		
Meeting	Ricky Blackburn Clerk to Dorton Bassett Parish Council 11 Wake's Close Dorton Bassett Leicestershire LE17 5LL		None	Alex Melford 20 Little Lunnon Dorton Bassett Leics LE17 5LR		alex.melford@btinternet.com		Chair / Vice Chair		
1	Robin Johnston, 26/27 Tray Solicitors, 36-42 Humberstone Road, Leicester LE5 0AE	robinjohnston@btinternet.com	0116 2045327	Roz Fowell Thornton Crescent Church Langton, Market Hamborough LE16 7TA	01858 545 160	r.fowell@btinternet.com		Chair / Vice Chair		
Meeting	None		None	Mr J E Dyson Heathcote Uppington Road East Norton Leicestershire LE17 9XL	0116 2598345	ecp@ninet.net		Chair / Vice Chair		
1	Mr J Flower PO Box 8092 Leicestershire LE8 8VW	leicestershire@btconnect.com	Tel: 0116 2404599	Suzanne Wychy Suzanne Wychy 53 Main Street Foxton LE16 7RB	01858 545723	suzanne.wychy@gmail.com		Chair / Vice Chair		
1	Mrs A. Hall 1 Sawbrook Leicestershire LE8 8TR	foxtonbarney@gmail.com	Tel: 0116 2401801	Mike Ward 53 Main Street Foxton LE16 7RB		m.ward@outlook.com		Chair / Vice Chair		

Council Meeting Area No.	Council Meeting Area Name	Chair	Chair Email Address	Chair Tel. No.	Chair Email Capability	Council Meeting Area No.	Council Meeting Area Name	Chair	Chair Email Address	Chair Tel. No.	Chair Email Capability
Council 1	St Margaret's Church 16 Balmoral Road Morningside Leicestershire LE12 7EN	Mr Andrew May Hill Rise Leeds Huntington Leicestershire LE17 9JH	Clare@thoughtonchurch.org.uk	0116 2333347		Council 1	Mrs E. A. Skeath 12 Fitz Road Houghton on the Hill Leics LE17 9GU		anna.skeath@hotmail.co.uk	0116 2431617	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	andy.may@mail.com	0116 2565304		Council 1	Mrs Penny Faulkner Wistons Horse Barn Lane Husbands Bosworth Leicestershire LE17 9JL		Benny.Faulkner@btinternet.com	0116 2565305	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	jackiehb@btinternet.com	Tel: 01559 889910		Council 1	Mr R C Hillier The Coach House New Inn Leicestershire LE17 9EL		rc.hillier@btinternet.com	01559 889910	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU		Tel: 01559 889910		Council 1	Mr Tony Johnson Wayfakl Cottage Main Street Keyham Leicestershire LE17 9JQ		tonyjohnson@btinternet.com	0116 2565494	
Meeting 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU		Tel: 01559 889910		Meeting 1	Mr Chris Wood 32 Gladstone Street Kibworth Leicestershire LE8 0HL		chris.wood11@btinternet.com	0116 279 3547	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	clark@kibc.org.uk	07825 779725		Council 1	Dr Kevin Feltham Carlton House Carlton Road Kibworth Harcourt Leics. LE8 0PE		kevin.feltham@leics.gov.uk	07771 967323	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	clark@kibc.org.uk	07825 779725		Council 1	Ann Robinson Grange Farm Kings Norton Leicester LE17 9BF		robinsonfarms@btconnect.com	01162 596 287 07978 608 831	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	maureenandev@btinternet.com	Tel: 01455 208998		Council 1	Richard Harrison Warren Farm Leicester road Knaptoft Lutterworth Leicestershire LE17 6NP				
Meeting 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU		Tel: 01455 208998		Meeting 1	Mr Charles Bamton The Old Farm Lutterworth Leicestershire LE17 9QD		richard@harrisonfarming.com	07850 267 557	
Meeting 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	rhian.goodman3@gmail.com	0116 2404 858		Meeting 1	Mr P Pickering Chillingham Main Street Leire Leicestershire LE17 9EY		rhianast@tdcloud.com	0116 2402910	
Council 1	St Andrew's Church 13 School Lane Husbands Bosworth Lutterworth LE17 6JU	Mrs J Fletcher Husbands Bosworth Lutterworth LE17 6JU	lele.garish@hotmail.com	Tel: 01455 209756		Council 1	Mrs R Bownes 11 Wales Orchard Leire Leicestershire LE17 9EY			01455 209896	

Parish Councils Contact details
Last Updated: 29/04/2016
May

Committee		Chair	Chair Tel/Fax	Chair Email	Chair	Chair Tel/Fax	Chair Email	Chair
Meeting		Maize Street Little Leics LE2 2FS	Tel: 01572 717230 Fax: 01572 718734	claire_sully@hotmail.com	Primary Schools 1 Cornfields Little Stratton LE2 2EY	Tel: 01572 717230 Fax: 01572 718734	claire_sully@hotmail.com	Primary Schools 1 Cornfields Little Stratton LE2 2EY
Meeting	LODDINGSTON AND AUNDE	Mrs D Wright Crazy Farm Tilton on the Hill Leicestershire LE17 9DP	Tel: 01572 717230 Fax: 01572 718734	Diana.Wright@coxyfarm.co.uk	Mr R Wright Crazy Farm Loddington Leicestershire LE17 9DP	Tel: 01572 717230 Fax: 01572 718734	claire_sully@hotmail.com	Primary Schools 1 Cornfields Little Stratton LE2 2EY
Meeting	LOWESSEY AND COLD NEWTON	Mrs Jean Cairns The Cedars Lowesby Lane Lowesby Leicestershire LE17 9DD	Tel: 0116 2595487	jean.cairns@gmail.com	Lyrie Tomlinson Horns, Highway Main Street Cold Newton Leics LE17 9DA	0116 2595 205	jean.cairns@gmail.com	Lyrie Tomlinson Horns, Highway Main Street Cold Newton Leics LE17 9DA
Council		Kai Budwal The Hawthorns Lubnam Leicestershire LE16 1PG	07768 472688	caik@lubbarnhamparishcouncil.org.uk	Mrs D Cook 1 Mill Hill Lubnam Leicestershire LE16 9TH	Tel: 01859 484890	caik@lubbarnhamparishcouncil.org.uk	Mrs D Cook 1 Mill Hill Lubnam Leicestershire LE16 9TH
Council	LUTTERWORTH TOWN COUNCIL	Harriet Surtees/ Theresa Stokes-Watson LUTTERWORTH TOWN COUNCIL Coventry Road Lutterworth Leicestershire LE17 6SH	Tel: 01455 550225	townclerk@lutterworth.org.uk	Mr Tony Hions LUTTERWORTH TOWN COUNCIL Coventry Road Lutterworth Leicestershire LE17 4NY		townclerk@lutterworth.org.uk	Mr Tony Hions LUTTERWORTH TOWN COUNCIL Coventry Road Lutterworth Leicestershire LE17 4NY
Meeting		None	None		Mr M Rook The Chase Marefield Road Marefield Leicestershire LE17 9LE	Tel: 0116 2537666		Mr M Rook The Chase Marefield Road Marefield Leicestershire LE17 9LE
Council		Herman Thompson 75 Sycamore Drive Leicestershire Leicestershire LE17 6ZL	Tel: 07460702360	hermant@leics.gov.uk	Louise Pilkington Bridgdale Barn Brook Terrace Methbourne Market Harborough LE16 8DN	01569 565866	hermant@leics.gov.uk	Louise Pilkington Bridgdale Barn Brook Terrace Methbourne Market Harborough LE16 8DN
Council		Sally Walsh 8 Hazel Drive Lutterworth Leics LE17 4TX	07840 435493	sally.walsh@lutterworth.gov.uk	James Robertson Mrs R Chusey The Paddock Main Street Mevasey Leicestershire LE17 6NU	01455 552 317	sally.walsh@lutterworth.gov.uk	James Robertson Mrs R Chusey The Paddock Main Street Mevasey Leicestershire LE17 6NU
Meeting		Mr Tony Young Johns Halcyon House Main Street Mevasey Leics, LE17 6NT	0116 2402351	halcyon3752@hotmail.com		Tel: 0116 2402770	halcyon3752@hotmail.com	
Council		Katherine Clarke The Old Stables Ffr Tree Swinford LE17 6PH	01788 869 007	dorothy.warriors@hotmail.co.uk			dorothy.warriors@hotmail.co.uk	
Meeting		None	None		Lord Hazlebigg Nossley Hall Blisdon Leicestershire LE17 6EH	Tel: 0116 2596487 07720471004	pete.lawrance@blithem.net	Lord Hazlebigg Nossley Hall Blisdon Leicestershire LE17 6EH
Meeting	OWSTON AND NEWBOLD	Mrs S Sheridan The Oak Bye Owston Oakham Leics LE15 8DH	Tel: 01664 454401	ssheridan@blithem.net	Judge S Hammond Little Blat Owston Oakham Leics LE15 8DH		ssheridan@blithem.net	Judge S Hammond Little Blat Owston Oakham Leics LE15 8DH

ESU Map Meeting No	ESU Name Meeting No	ESU Address	ESU Postcode	ESU Tel	ESU Fax	ESU Email	ESU Website	ESU Chair	ESU Chair Tel & Fax	ESU Chair Email	ESU Chair Website	ESU Chair Meeting No
Meeting	1	Home Leisure Murray Bungalow, Main Street Pealling Magna LE8 5UQ	LE8	Tel: 01162478664	None	01162478664	01162478664	John Daeth, Farm Cottage, School Lane, Pealling Magna, LE8 5UQ	0116 2799190 07912 550903	ledaeth@aol.com	0116 2799190 07912 550903	1
Meeting	1	None	None	None	None	None	None	Mrs Mary Gilbert Stonorit, Main Street Pealling Magna Leicestershire LE17 5DA	01162 478046/ 07715489701	chir@psatlinparan.co.uk	01162 478046/ 07715489701	1
Meeting	1	None	None	None	None	None	None	Mr B Jordan The Dairy House Rollaston Road Rollaston Leicestershire LE17 9EN	Tel: 0116 2599989	0116 2599989	0116 2599989	1
Meeting	1	None	None	None	None	None	None	Mr Chris Carlar Farndon Lodge Smeaton Road Saddington Leicestershire LE8 0QT	Daytime: 0116 366 2315 0779 633 7261 Evening: 0116 240 1848	chriscarlar633@btinternet.com	0116 366 2315 0779 633 7261 Evening: 0116 240 1848	1
Council	1	None	None	None	None	None	None	Mr P Elliott 44 Beeby Reed Scrappit Leicestershire LE17 9SG	Tel: 0116 2928635	0116 2928635	0116 2928635	1
Meeting	1	None	None	None	None	None	None	Tony Beacoby Ayley Cottage, Main Street, Sharnford, Leicester, OP9	01858 545 981 / 07753 213 631	01858 545 981 / 07753 213 631	01858 545 981 / 07753 213 631	1
Meeting	1	None	None	None	None	None	None	Mr Frank T Fisher Sandylands Main Street Shawell Leicestershire LE17 6AG	Tel: 01788 860228	01788 860228	01788 860228	1
Meeting	1	None	None	None	None	None	None	Jane Vann Yew Tree House Fenny Lane Sharnby LE17 6PL	1162478668	1162478668	1162478668	1
Council	1	Mr P Baildon 14 Jenwood Way Market Harborough LE16 8AL	LE16 8AL	01858 446300	None	01858 446300	01858 446300	Mr M Rook The Chase Marefield Road Marefield Leicestershire LE17 9LE	Tel: 0116 2597666	0116 2597666	0116 2597666	1
Meeting	1	None	None	None	None	None	None	Mr Stuart Lee Church Corner Main Street Skewston Leicestershire LE16 7UF	Tel: 01868 656311	01868 656311	01868 656311	1
Meeting	1	None	None	None	None	None	None	Michael Shaw Beaker Chase Smeaton Westerby Leics LE8 0RT	01868 656311	01868 656311	01868 656311	1
Council	1	Mrs A Clarke Penny Weadaw Curry Road Smeaton Westerby Leicestershire LE8 0LT	LE8 0LT	Tel: 0116 2799713	None	0116 2799713	0116 2799713	Mr Phil Acock Shelling House Welford Rd South Kivorth Leics. LE17 6EA	01788 860804	01788 860804	01788 860804	1
Council	1	None	None	None	None	None	None	Mr Phil Acock Shelling House Welford Rd South Kivorth Leics. LE17 6EA	01788 860804	01788 860804	01788 860804	1

	Chair	Chair Tel & Fax	Chair Email	Chair	Chair Tel & Fax	Chair Email
Meeting	Julia Dickson Eyebrook House, Stockton LE15 5JF	01572 821100	julie@dicksonhome.sdfips.co.uk	Manor Farm Stockton Oakham Leicestershire LE15 5JF	01572 821910	manorfarm@stocktonparishcouncil.co.uk
Meeting	None	None		Shona Aikin The Old Rectory Storton Wyville Market Harborough Leicestershire LE16 7UG	07738 775208	parishcouncil@stortonwyville.co.uk
Council	Tom Giodzinski 5 Berry Close Great Bowden Leics 7ES	07821 677942	clark@stoughtonpc.org.uk	Mr Bob Raby 3 The Byways Stoughton Leicestershire, LE2 2FL	0116 2714847	rosentatter979@btinternet.com
Council	None			Kath Williams Coppard Rogby Road Stoughton Leics LE17 8BW	01788 860612 / 07720 020 343	leth.williams@de.pbskx.com
Council	Caroline Royal 83 Dunmoch Road LN18 5EN	tel 07266927808	carol@thorpeparishcouncil.org.uk	Michael Rainey Tall Trees Meth Street Thredingworth Leicestershire LE17 6DZ	01958 880256	michael.l.zimmer@btinternet.com
Meeting	Mike Dolman Thorpe Langton Parish Meeting Claude House Wellham Road Thorpe Langton LE16 7TU	01533 545 655	mikedolmanparishclerk@gmail.com	Dr Keith Wood Chair to Thorpe Langton Parish Meeting Deane Gardens Langton Leicestershire		
Council	Mrs S Bloy Clerk to Thumby and Buehby Parish Council 77 Shetland Way Courteshorpe Leics, LE8 5PU	0116 2798280	thumbyclerk@talkbox.co.uk	Paulette Chamberlain 48 Somersby Road Thumby Leics LE7 9PR	01162 434 424	paulette572@btinternet.com
Council	Jenny Saville Manor Cottage Road Tilton on the Hill Leics LE7 9DE	0116 2597017	clerk@tiltononthehillparishcouncil.org.uk	Mrs E Atkinson Reneberg Leicester Road Tilton on the Hill Leicestershire LE7 9DB	Tel: 0116 2582240 Fax: 0116 2582279	austron745@btinternet.com
Council	Mrs Carolles Newton Westmans House Uppingham Road Tugby Leics LE16 9XH	Tel: 0116 2595416	johnnewton516@btinternet.com	Mr J Plak Lans Farm Wood Lane Tugby Leicestershire LE7 9WE		
Council	Alison Gibson Naseby Way Glen Leicestershire LE8 9GS	76317707	alisk@nasebyparishcouncil.org.uk	Mrs Tessa Bledon Rose Cottage Shangton Road Tur Langton Leicestershire, LE8 0PN	01686 546583	tessa.bledon@talk21.com chair@tur-langtonparishcouncil.org.uk

Parish Councils Contact details
 Last Updated: 29/04/2016
 May

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Council Name	Click Here to Print this Sheet	Click Here to Print this Sheet	Click Here to Print this Sheet	Click Here to Print this Sheet	Click Here to Print this Sheet	Click Here to Print this Sheet	Click Here to Print this Sheet
Council	Gatherino Clarke 94 Stables Lane LE17 6BH	The Fir Tree Swinford	01788 869 007	delek.uljasthorpe@gmail.com	Miss J. Chamberlain 4 Ashby Road Ullathorpe LE17 5DN	Tel: 01455 208600	lesley@tescofoods.com
Meeting	Denise Barrett Greenacres, Wellington, Market Harborough.	None	01770 488 851	denise@hmc.org.uk	Derrick Stinger The Gable House Bowden Lane LE16 7JX	01858 410342 07866555278	bertford55051@gmail.com, d.stinger@vhncp.co.uk
Meeting	Muriel Green Fennie Cottage, Langton Hill, West Langton, LE16	01770 488 851	mmmgreens@btinternet.com	Allison Hastings (contact details to follow)			
Meeting	none - only 1 resident	none	none	none			
Council	Mrs Jena Wolfe 7 Forester Close Cooby Leicestershire LE9 7UP		01162 848 139	willoughbyparish@leics.co.uk	Dr Arthur Lyons		
Meeting	Graham Hensley 2 The Square Newton Harcourt Leics LE9 9FQ		01160 259 0357	ghensley@gmail.com	David Baker, Wilfords, Road, Harcourt, LE9 9FH	The Glen Newton Leics	0116-2592044 dabars66@btinternet.com
Meeting					Mr M Rook The Cheese Harefield Road Harefield Leicestershire LE17 8LE		Tel: 0116 2587666 michael.rook@gmail.com
<p>Parish Liaison Officer: Hayley Cawthorne</p> <p>Market Harborough Civic Society: David J Kyle</p>							
87 Total	45	42					
KEY							
CONFIRMED CONTACT DETAILS CORRECT IN JAN 2016							



Calling all Parish Councils!

VASL (Voluntary Action South Leicestershire) are very excited to announce a new scheme in the Harborough area launching April 2016, called **Community Champions** - for people over 60 years old to make connections, build friendships and re discover who they are.

We support people to rebuild lost confidence with the help of trained volunteers and try out new things or get involved again in previous interests and hobbies. We do this in a variety of ways to suit the person using the service.

Can you help?

We are looking for local people in villages and hamlets to act as a 'go to' person for our Community Champions volunteers to connect with and to find out 'what is happening' in terms of groups and activities.



If you are interested in being a 'go to' person or you know someone who may be interested, please contact Jo Pateman.

Email: jpateman@vasl.org.uk Telephone: 01858 433232

Voluntary Action South Leicestershire

The Settling Rooms St Mary's Place Market Harborough Leicestershire LE16 7DR
 Email: admin@vasl.org.uk Tel: 01858 433232 Fax: 01858 410047
 Registered Charity No. 1141274 Company Registration No. 7517828



List of Tool to support parishes in writing a Community Emergency plan

- Emergency Plan Template including initial action sheet (the key document holding all information)
- Emergency plan Parish Leaflet (a summary of information for the residents minus the confidential contact information)
- Emergency Plan Summary document for Parish Councillors/Emergency Coordinators (more information will be included in this than in the summary for residents)
- Press release for parish magazine to spread the word about the plan once written
- Suggestions on how to test your plan
- List of rest centres in the Harborough District
- DVD to showcase the benefits of Emergency Plans

Please contact Hayley Cawthorne at h.cawthorne@harborough.gov.uk (01858 821 379) or John Brown at j.brown@harborough.gov.uk to request any or all of the above.



As at January 2016 there are 23 parishes in the Harborough District involved in writing a Community Emergency Plan for their parish.

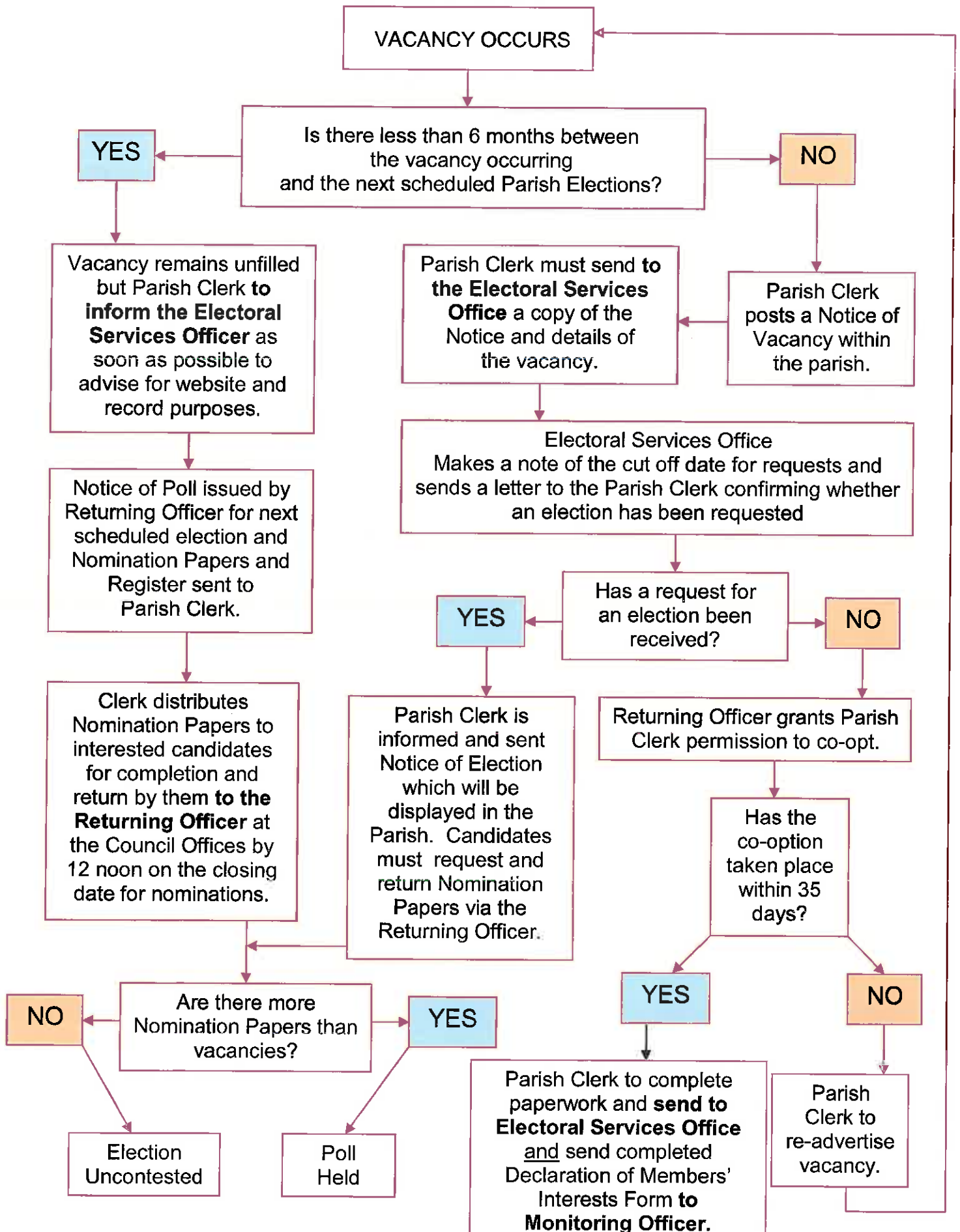
Why not join them and create a more resilient community in times of need.

13. Parish Council/Meeting Precept Budget-Setting Template

	Budgeted COST £
Clerk Salary	
Allotment provision and maintenance	
Bus Shelters provision and maintenance	
Cemeteries provision and maintenance	
Community Resilience resources (grab bags for the community, first aid training for key coordinators)	
Election Expenses (recommended that PCs consider budgeting in advance for the next Parish elections (2019))	
General Expenses (transport to meetings, stationary)	
LRALC Subscription	
Community Need Assessments/Parish Plan work/ Feasibility Studies (encouraged to have 'Evidence of Need' enabling access to grant streams)	
Recreation Grounds and Play Areas (Provision and maintenance of play equipment and park furniture. Include ROSPA annual test cost)	
Roadside Safety (Purchase and Maintenance of Activated Speed Devices, OR budgeting for bigger projects such as speed bumps, traffic calming systems)	
Street Lighting (for those parishes who own street lamps)	
Village Hall support	
Youth Provision (e.g. Youth Club provision, Chill out bus cost)	
Neighbourhood Planning Project (Consultation costs)	
Website provision (subscription to webhost provider, cost of web updating software)	
Grants to local projects	
Waste and Dog Bins: Provision and service of those owned by the Parish Council	
Insurance	
Grit Bins and salt	
Dog Fouling Deterrent projects e.g. stencils and paint	
IT provision & support (Computer/printer purchases, Payroll packages, ink)	
General reserves (NALC's Accounts and Audit Advisor recently reminded PCs that general reserves should be equal to between 3 and 12 months net revenue expenditure for PC)	
Other	

14. COUNCILLOR VACANCY PROCEDURE FOR PARISH COUNCILS
(prepared by HDC Elections)

Parish Clerks are asked to follow this procedure in the event of a vacancy.



Formed by Parish Councils - Run for Parish Councils - Delivering to Parish Councils

Parish Meeting Training

Jake Atkinson
Chief Officer, LRALC

Introductions

- Name
- Parish Meeting Name
- How long you've been actively involved in the Parish Meeting
- Tell us a bit about your parish
- Why you got involved?!

Background – Local Govt Generally

- Time of significant change in local government.
- Both principal and local councils are seeing an increase in demand for services.
- New methods of joint and independent working emerging.
- 9,000 local councils provide a rich supply of knowledge and experience.
- Culture, behaviour, ambition, political will, availability of financial resources, and technical expertise vary hugely.

The Government and Localism

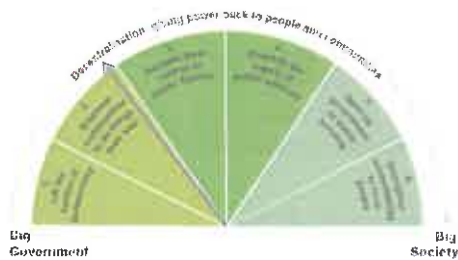
“The time has come to disperse power more widely in Britain today”

(Prime Minister and Deputy Prime Minister, Coalition Agreement, May 2010)

“Trying to improve people's lives by imposing decisions, setting targets and demanding inspections from Whitehall simply doesn't work...it leaves people feeling “done to” and imposed upon”

(Plain English Guide to Localism Bill, January 2011)

Government's "six actions of decentralisation"



The Localism Act - The Headlines

<http://mycommunityrights.org.uk/>

- Innovation in public services via opportunities for social enterprises/community groups to express an interest in running local services using community **right to challenge**
- Make it easier for communities to take over facilities and amenities threatened with sale or closure e.g. more time to organise a bid and raise money – community **right to bid**
- Community **right to build** – ability for local people to bring forward small developments and keep any profits e.g. from letting homes - and **N'hood Plans**

What is a Parish Meeting (PM)?

- Every Parish in England has one.
- PMs are a rare example of Direct Democracy.
- Its purpose is to "discuss parish affairs and exercising any statutory functions conferred" on them (s9(1)).
- Neither legislation nor case law defines "parish affairs"!
- NALC's view is parish affairs "are specific to the local government electors in a particular parish.
- A PM consists of the electors of the parish (32(1)), anyone else is a "stranger".

What is a Parish Meeting (PM)?

- A PM must assemble annually between 1st March and 1st June, and at least once more in any year on a date fixed by the Chairman of the PM.
- At its annual assembly a PM must appoint a person to be Chairman (s15(10)).
- If present at an assembly the Chairman must preside. If absent the PM appoints a "chair" and the chair shall, for the purposes of that assembly have the powers and authority of the Chairman (Sch12, paras17(2) and (3)).
- A casual vacancy requires an assembly to be called to fill the vacancy by election (s88(3)).

What is a Parish Meeting (PM)?

- A PM may not assemble in premises licensed for the sale of alcohol unless no other room is available free or at reasonable cost (Sch12, para 14(5)). It may assemble in a school.
- An assembly is subject to other statutory requirements such as giving advance notice, attendance, voting, and minute taking.
- Where there is no Parish Council the Chairman of the PM and the proper officer of the District are the body corporate and are known as the Parish Trustees (s13(3)). The Parish Trustees sign any contracts with the PM.

What is a Parish Meeting (PM)?

- Ownership of property vested in the Parish Trustees.
- The Parish Trustees must act in accordance with directions given by the PM (s13(4)).
- NB; not "only" obliged to act "as so directed"; case law held that the Trustees **had an implied power to act in any way necessary or desirable in the execution of their trust which did not conflict with a direction of the PM.**
- A PM may appoint committees to discharge any of its functions (s108), **but** any arrangement will not prevent the PM from exercising those functions.

What is a Parish Meeting (PM)?

- A PM may, subject to the provisions of the 1972 Act, regulate their own proceedings and business; standing orders, etc.
- PMs are **local government bodies** or **public authorities** for a number of statutory purposes.
- Subject to Freedom of Information Act, Human Rights Act, Equality Act.
- Can also mount legal claims (Lasham Parish Meeting v Hampshire County Council 1992).
- Role of Community Governance Reviews (new parish councils?).

So what can we actually do as a PM?

- PMs have a limited number of statutory functions, powers and rights of notification or consultation.
- **Allotments:** a PM may hold and administer allotments for cultivation (s.33(3) Small Holdings and Allotments Act 1908);
- **Burials:** a PM is a burial authority. It may therefore provide burial grounds & may contribute towards the cost of burial facilities provided by others (Para 1(c) of schedule 26 to the 1972 Act);
- **Cemeteries and crematoria:** a PM may adopt byelaws made by a district or unitary council! (Para 11 (1) of schedule 26 to the 1972 Act);

So what can we actually do as a PM?

- **Charities:** a PM may appoint trustees to parochial charities (s. 299 of the Charities Act 2011).
- **Churchyards:** maintenance of a closed C of E churchyard may be transferred to a PM by the same process by which such liability is transferred to a PC, i.e. by serving written request on the chairman of the meeting.
- **Land:** A PM may be registered as the owner of land (e.g. common land) if it has inherited ownership from the appropriate pre-1894 authority, often the Churchwardens and Overseers of the Poor.

So what can we actually do as a PM?

- **Lighting:** a PM may light roads and other public places in the parish
- **Rights of Way:** a PM is entitled to be notified of a proposal to declare unnecessary highway to be not maintainable at public expense, a public path creation order or extinguishment order, a stop up or diversion order. A parish meeting may apply to the highway authority to modify the definitive map (rights of way).
- **Village Greens:** a PM may prosecute a person who damages or encroaches upon a village green in the parish.

So what can we actually do as a PM?

- **War Memorials:** a parish meeting may maintain, repair or protect any war memorial in the area.
- And.....it can acquire additional functions:

"On the application of the parish meeting, the district council may make an order which confers the function(s) of a parish council on the parish meeting, subject to the provisions of any grouping order if the parish is grouped with another parish (s.109).

Finance and Audit

- A PM may precept for the expenditure incurred in the performance of its functions.
- The Chairman of a PM is responsible for the issue of the precept to the billing authority
- The accounts of a PM are subject to audit in the same way as those of a parish council.
- The Chairman of the PM is responsible for the accounts & financial management of the accounts of the PM as prescribed in the Accounts and Audit (England) Regulations 2011/817.
- Lets look at the Annual Return.....

Finance and Audit

- Broughton Hackett Parish Meeting – Public Interest Report issued in January 2014, for failing to produce an annual return for 2012/13 and for failing to hold a bank account in the name of the parish meeting, which meant that the annual precept was paid into the Clerk's wife's bank account.

A note on VAT

- PMs are not local authorities for the purposes of the VAT. PMs must therefore pay VAT on any purchases which attract it & cannot claim a refund. Acquiring additional functions (see previous slide) does not change this situation.
- LRALC has lobbied on this; the NALC policy is now that:

“NALC lobbies Government for PMs to have the ability to re-claim VAT equivalent to the existing entitlement available to parish councils”

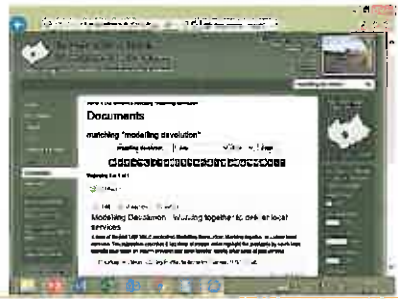
Creation of new Parish Councils

- Government fund to support creation of new councils.
- This includes one or more PMs becoming a PC.
- Shearsby PC - £25k grant.
- Grants for communities campaigning for PCs.
- Benefits of being a PC.
- Community Governance Review is the tool.
- NALC Create a Council! website:
www.createacouncil.nalc.gov.uk/

Meetings of Parish Meetings

- Lets use NALC Legal Topic Note 6 to look at how PM meetings should be run.....

LRALC website for news & resources



Resources

- www.nalc.gov.uk/publications
- www.leicestershireandrutlandalc.gov.uk/

Any Questions....?



Legal Topic Note

LTN 6

September 2014

MEETINGS OF PARISH MEETINGS

Introduction

1. This note explains the statutory requirements which apply to a meeting (hereinafter referred to as an assembly) of a parish meeting of a parish with or without a separate parish council. The procedural requirements for an assembly of a parish meeting are set out in Part III of Schedule 12 to the Local Government Act 1972 ("the 1972 Act") and the Public Bodies (Admission to Meetings) Act 1960 ("the 1960 Act") which are explained in this Note. Guidance about the creation, names and styles, alteration, abolition of parish areas and the functions of a parish meeting in a parish without a parish council is given in Legal Topic Note 3 - The powers of a parish meeting in parish without a separate council.
2. A parish meeting consists of the local government electors of a parish (s.13 of the 1972 Act) and the purpose of the meeting is to discuss parish affairs (s.9 of the 1972 Act). There is no statutory definition or definitive caselaw to determine what constitutes a "parish affair". It is NALC's view that a parish affair includes an issue, activity, or subject which specifically affects a particular parish and which the parish meeting may wish to discuss, debate and potentially influence. Our Legal Briefings provide additional guidance about convening an assembly of a parish meeting and a poll held subsequent to an assembly of a parish meeting.
3. An assembly of a parish meeting is an effective forum for the local government electors in a parish to discuss matters specific to the parish, even if there is a separate parish council. Where there is a parish council for the parish, the attendance of members of the council at an assembly of the parish meeting may demonstrate that the council is receptive to hearing the views of local residents.
4. Subject to the statutory requirements explained later in this Note, a parish meeting in a parish without a separate council is free to regulate its proceedings and business as it wishes. In a parish where there is a parish council, the parish council may make, vary or revoke standing orders to regulate the proceedings and business of the assemblies of a parish meeting.

Convening an assembly

5. An assembly of a parish meeting may be convened by any of the following:
 - the chairman of the parish council;
 - any two parish councillors for the parish;
 - where there is no parish council, the chairman of the parish meeting or any person representing the parish on the district council;
 - any six local government electors in the parish.

6. Public notice of an assembly must be given at least 7 clear days beforehand (subject to paragraph 8 below). The notice must:
 - specify the time and place of the intended assembly ;
 - specify the business to be transacted at the assembly ; and
 - be signed by the person(s) convening the assembly.

7. Notice of an assembly is to be given by:
 - posting a notice of the assembly in some conspicuous place or places in the parish, and
 - in such other manner, if any, as appears to the person(s) convening the assembly to be desirable for giving publicity to the assembly.

8. Where an assembly is convened to discuss the specific issues set out below, public notice of it must be given at least 14 clear days beforehand. The specific issues are as follows:
 - the establishment or dissolution of a parish council, or
 - the grouping of the parish with another parish or parishes under a common parish council.

Number and time of an assembly

9. The parish meeting must assemble between 1st March and 1st June every year. In a parish without a separate parish council, the parish meeting shall, subject to any provision made by a grouping order, assemble at least on one other occasion in the

year. In other cases, subject to the aforementioned requirements, an assembly of a parish meeting shall be held on such days and at such times as may be fixed by the parish council or, if there is no parish council, by the chairman of the parish meeting.

10. An assembly of a parish meeting shall not commence earlier than 6pm and may not be held in premises which are used for the supply of alcohol unless no other room is available free or at a reasonable cost.

Attendance of the Chairman of the Parish Council

11. The chairman of a parish council, if there is one, shall be entitled to attend an assembly of a parish meeting whether or not he is a local government elector for the parish. If he is not an elector for the parish he cannot vote at the assembly unless he is presiding at it and there is an equality of votes in which case he shall have the casting vote (see paragraph 24 below).

Presiding at the assembly

12. In a parish with a separate parish council, the chairman of the parish council, if present, must preside at an assembly of a parish meeting and if he is absent the vice-chairman (if any) must, if present, preside. In a parish without a separate parish council, the chairman of the parish meeting, if present, shall preside.
13. If the chairman and the vice-chairman of the parish council or the chairman of the parish meeting, as the case may be, is absent from an assembly of the parish meeting, the parish meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the chairman.

Rights of the public (including the press) to attend

14. s.1(1) of 1960 Act requires an assembly of a parish meeting to be open to the public, including the press. However, the public (in this context, meaning those who are not local government electors in the parish) may, under s.1(2) of the 1960 Act, be excluded for the whole or part(s) of the assembly if the parish meeting resolves that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution. A resolution to exclude the public for the whole or a part of an assembly of a parish meeting is not likely to be a common occurrence. A resolution is made by voting,

which is explained in paragraph 24 below.

Other rights of the public and press

15. The press are entitled, on payment, to copies of the agenda and supporting papers for an assembly of a parish meeting (s.1 (4) (b) of the 1960 Act). They must be given reasonable facilities for reporting at a meeting (e.g. sufficient space, a table and a chair) and for telephoning their report at their own expense (unless the meeting place does not belong to the parish meeting or has no telephone) (s. 1(4) (c) of the 1960 Act).
16. The Openness of Local Government Bodies Regulations 2014, amended s.1 of the 1960 Act with effect on 6 August 2014. Unless the meeting has resolved to exclude the public or the exceptions explained in paragraphs 18 and 20 below apply, the 1960 Act permits any person (including the press) who attends an assembly of a parish meeting to report on its proceedings. The new provisions of the 1960 Act address the existence of different means of reporting which include the use of social media. "Reporting" is defined in s. 1(9) of the 1960 Act to include:
 - filming, photographing or making an audio recording of proceedings at an assembly (e.g. using a mobile phone or tablet, filming for a TV broadcast, recording for a radio broadcast);
 - using any other means for enabling people not present at an assembly to see or hear proceedings as it takes place or later (e.g. live streaming);
 - written reporting or commentary on the proceedings during or after an assembly or oral reporting or commentary after the assembly. Examples of written reporting or commentary include e.g. blogging, posting comments on Facebook or tweeting.
17. The Department for Communities and Local Government (DCLG) has published a guide for the public (including the press) about the new provisions of the 1960 Act. This can be accessed via <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>. The guide confirms that the rights of a person to report on the proceedings of an assembly of a parish meeting are not without some boundaries. These are explained below.

18. S.1(4A) of the 1960 Act confirms that a person present at an assembly of a parish meeting does not have a right to give an oral report or commentary during it (e.g. a local resident blogger present at the assembly cannot provide a running verbal commentary). This is because such oral commentary could be disruptive. A person may provide oral commentary or report on the proceedings of an assembly when it has ended. A person's oral or written reporting of an assembly of a parish meeting will need to ensure that his actions do not give rise to a libel claim. For more information see Legal Topic Note 30 - Defamation.
19. Some individuals may not wish to be photographed, filmed, recorded or otherwise reported about. In NALC's view it would be difficult for individuals who speak or vote at an assembly of a parish meeting to prevent such activity. This is because it might reasonably be argued that those who participate in meetings open to the public should expect to be photographed, filmed, recorded or otherwise reported about. However, different considerations apply for children or the vulnerable.
20. The photographing, filming, recording or other reporting of children and the vulnerable should only be with the consent of a responsible adult. In the case of a child, this could be his parent, legal guardian or teacher. In the case of a vulnerable adult, this could be a medical professional, his carer or legal guardian.
21. Notices or agendas published in advance of an assembly could highlight the fact that the assembly might be photographed, filmed, recorded or reported about. At the start of the meeting, the person presiding at an assembly could remind those present about the (i) possibility of such activities and (ii) restrictions which apply to children and the vulnerable.
22. The venue for the assembly could include a separate area to accommodate (i) the public who are present at the meeting and who do not wish to participate in the meeting but who object to being filmed, recorded, photographed or otherwise reported about and (ii) children and vulnerable adults for whom consents for their filming, recording, photographing etc. has not been given. The person presiding at the assembly should remind those who wish to film, record or photograph the proceedings to avoid those who are sitting in a separate area. However, even individuals sitting in a designated area should be reminded that those filming or taking photographs may wish to record (i) the entirety of the public in a "panning" or panoramic shots and (ii) individuals participating in the meeting - including those sitting in the separate area. This might be difficult to object to if those taking photographs or filming do not zoom in

or focus on those who have not consented to being filmed or photographed.

23. The reporting of an assembly may include the disclosure of personal data and, consequently, those reporting on the proceedings of an assembly of a parish meeting should ensure that they use personal data in accordance with the Data Protection Act 1998 (see Legal Topic Note 38 – Data Protection).

Voting and polls

24. Only local government electors for the parish may vote at an assembly of a parish meeting. Each elector can give one vote on any question and no more. A question to be decided by a parish meeting shall, in the first instance, be decided by the majority of those present and voting. In the case of an equality of votes, the person presiding at the assembly shall have a casting vote, in addition to any other vote he may have. The decision of the person presiding at the assembly as to the result of the voting shall be final unless a poll is demanded.
25. A poll may be demanded before the conclusion of an assembly on any question arising at the assembly; but no poll shall be taken unless either (i) the person presiding at the meeting consents or (ii) the poll is demanded by not less than ten, or one-third of the local government electors present at the meeting, whichever is less.
26. A poll subsequent to an assembly of a parish meeting shall be a poll of those entitled to attend the meeting as local government electors, and shall be taken by ballot in accordance with the Parish and Community Meetings (Polls) Rules 1987 as amended. The rules provide that if a poll is demanded, the chairman of the parish meeting shall notify the district council in which the parish is situated and the council shall appoint an officer to be a returning officer. Essentially, the procedure is similar to that of electing a local councillor.

Resolutions

27. In a parish with a separate council, a parish meeting's resolutions will not be binding on the council except in exceptional circumstances (e.g. a resolution for a parish council to provide allotment gardens will trigger a parish council's duty under s. 23 Small Holdings and Allotments Act 1908 to consider if its provision of allotment gardens is sufficient to meet demand). Unless one of the exceptions apply, the parish meeting's resolutions provide an indication of the views of the local government

electors who attended the assembly at which the resolutions were made. It is good practice (but not a requirement) for a council to consider them formally because it may, subject to having the relevant statutory powers, wish to take action in respect of such resolutions.

Minutes

28. The minutes of an assembly of a parish meeting must be signed at the same or next assembly by the person presiding at the assembly and the signed minutes of the meeting serve as a legal record of what has taken place. Minutes must be kept in a book provided for the purpose.

Expenses of Parish Meetings

29. In a parish having a separate parish council whether separate or common, the expenses of the parish meeting (including the expenses of a poll) shall be paid by the parish (s. 150 of the Local Government Act 1972).

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
3	The Powers of a Parish Meeting in Parish without a separate Parish Council.	Sets out the statutory functions of parish meetings.
30	Defamation	Summarises the common law and legislation that governs defamation
38	Data Protection	Explains obligations under the Data Protection Act 1998.

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3. A very rough guide to who does what

County Councils	District Councils	Parish Councils
Monitoring Officer for County Members only	Monitoring Officer Ethics & Probity for District & Parish Members	
Education Most schools Special education Nursery, adult, community	Housing Management and maintenance of council houses Working with Housing Associations (known as Registered Social Landlords) Housing advice Renovation grants Homelessness Unfit housing Residential care	Clocks
Personal Social Services Securing provision for the elderly, children and those with disabilities (including social care and health and residential care) Inspection Services	Cemeteries and Burials, Crematoria	Closed Churchyards Burials/Cemeteries
Planning Strategic planning/structure plans Minerals and waste planning Historic buildings	Planning Local Development Framework Development control (Planning applications and enforcement) Advertising consent Historic buildings Conservation areas Tree preservation	Planning – as consultees
Highways/Transport Public transport Highways and parking Traffic management Footpaths and bridleways Transport planning Street lighting	Highways/Transport Unclassified roads Off-street car parking Traffic management Footpaths and bridleways Road safety Local transport plans Street lighting Street naming	Bus shelters War and other memorials
Emergency Planning	Emergency Planning	
Recreation Parks and open spaces Support for the arts Archives and Record Office Museums/Art Galleries	Recreation Parks, open spaces and halls Swimming pools and leisure centres Support for the arts Museums and art galleries	Public Open Spaces Village Halls Playing fields Museums and the Arts
Economic Development	Economic Development	
Tourism Development	Tourism Development	Tourism Development

COUNTY	DISTRICT	ENGLISH
Environmental Services Refuse disposal Recycling Gypsy sites	Environmental Services Refuse collection/street cleansing Recycling Management of travellers/gypsy sites Food safety Public conveniences Markets Dog and pest control Noise abatement Health & Safety Seats Licensing	Litter bins and litter clearance Local charities Markets Public seating Licensing – as consultees
Trading Standards	Allotments	Allotments
Registration of Births, Marriages and Deaths	Electoral Registration/Elections	
Library & Information Service	Council Tax and Business Rate collection	
Grants to voluntary bodies	Grants to voluntary bodies Help with Lottery Applications	Grants to voluntary bodies
Community Planning	Community Planning Community Safety (anti-social behaviour, alcohol byelaws)	

NOTE: Both the county and district functions are discharged by single authorities in the case of metropolitan district councils and unitary councils.

TEMPLATE: Observations On A Planning Application

To: Harborough District Council, Development Control Team, Council Offices,
Adam and Eve Street, Market Harborough, Leics, LE16 7AG

From:

Reference:

Applicant:

Proposal:

Location:

The Parish Council/Meeting *(please delete as appropriate)*

- a) **SUPPORTS** the proposal
- b) **OBJECTS** to the proposal
- c) Makes the following **COMMENTS** on the proposal (see below)
- d) Has **NO COMMENTS** to make on the proposal

Date:..... Signed by Parish Clerk/Chairman:.....

NOTES:

1. Please ensure your comments are returned within the consultation period
2. If you have any queries in respect of this proposal please contact the Case Officer
on direct line
3. Please visit Planning Online by clicking on the planning tab on the HDC home page, for further information on this application

When assessing this planning application, you may wish to consider the following potential material planning matters all of which will be considered by the Planning Officers when dealing with an application. Please provide comments either under each heading, or (if few comments are needed) in the comments box at the bottom of this page:

NB: A blank box simply means "We do not know." Rest assured that Planning Officers will continue to look at each of these considerations as part of the determination process.

General Comment Box

Principle of Development Considerations (as per Core Strategy Policies CS1, CS2, CS5, CS9, CS17)

- *Mindful of the type of use proposed, is the proposal in a sustainable location;*
- *Site specific policies eg: links to Core Strategy, Neighbourhood Plan*

General/ Visual Amenity Considerations (as per Core Strategy Policies CS2, CS8, CS11, CS17)

NOTES:

- *Impact on character and appearance of the dwelling/building/site/locality;*
- *Impact on the character and appearance, or setting, of Conservation Area and any other designated Heritage Assets (e.g., Listed Buildings, structures, scheduled monuments);*
- *For larger developments: Impact on the character of the landscape*
- *Impact on trees of significant visual merit (i.e., trees which are worthy of retention on defensible Tree Preservation Order grounds);*
- *Does the proposal affect Public Footpaths, Bridleways; in what way?*

Neighbouring Site Amenity Considerations (as per Core Strategy Policy CS11)

- *Does the proposal cause significant loss-of-light, loss-of-privacy or overbearing (sense of being hemmed in/enclosed) impacts; if so, explain how.*
- *Does the proposal lead to harmful noise, smell, light, etc pollution/disturbance; if so, explain how.*

Highways Safety Considerations (as per Core Strategy Policies CS5, CS11, CS17)

- *Does the proposal have safe access (are additional turning manoeuvres acceptable in principle / and, if so, is the access to safe standards to cater for this, e.g., in terms of visibility, gradient, surfacing, radii);*
- *If improvements to visibility are required, can these be delivered? Is any additional land involved in the same ownership?*
- *Is there satisfactory on-site parking and satisfactory on-site turning areas (if required);*
- *Will the proposal lead to the deposit of loose materials (stone, mud etc) and surface water in the highway; - should this be included?*

Economic Considerations (as per Core Strategy Policies CS6 and CS7)

- *Does the proposal carry positive economic / employment benefits;*

Ecological, Archaeological, Flood Risk Considerations (as per Core Strategy Policies CS8 and CS17, CS11 and CS17, and CS10)

- *Does the proposal affect known or potential ecological concerns. Do you consider that LCC Ecology should be consulted and, if so, on what basis/what evidence;*
- *Does the proposal affect known or potential archaeological concerns. Do you consider that LCC Archaeology should be consulted and, if so, on what basis/what evidence;*
- *Is the proposal in an area of known flood risk, or does the proposal exacerbate flood risk (either on site or off site);*

Children & Young People's Activities



Harborough District Children & Young People's Charity
Registered Charity No. 1161111

Across Harborough District
with
"The Chill Out Bus"
or in Village/Town venues



Purchase support for your village or town to:

- Support set up of a youth club, youth café, or other children & young people's activity
- Deliver activities from the "Chill Out Bus"
- Deliver activities from a local venue
- Co-ordinate the purchase of specialist activities (art, drama, music etc)
- Support youth club volunteers or sessional youth staff
- Capture young people's views on their local community

Harborough District Children and Young People's Charity (HCYC) has been established to meet gaps in provision across Harborough District for children, young people and their families.

It is committed to developing bespoke packages of activities provision across the District in partnership with Parish and Town Councils, and other partners to improve "on the doorstep" provision for local young people.

To begin to discuss your needs, and the costs of this service, please contact :

Mel Gould, Projects Manager

Tel: 0750 236 5379 Email: mel@hoyc.org.uk

HCYC Youth Activities Delivery – Estimated Costs to Purchase

Each service will require bespoke arrangements based on local needs and any existing provision, or availability of venues.

Where local volunteers can be involved, the Youth Work Co-ordinator can be purchased as the Leader and will support and train the volunteers.

Where no local volunteers are available, a youth work assistant will be required to support the Co-ordinator.

To discuss your local needs in more detail or to make a booking, please contact Mel Gould at

mel@hccyc.org.uk Tel: 0750 236 5379

Example Costs for Youth Provision Staffing				
Staffing Only Hire	Example Weekly Purchase Time	Example Weekly Purchase	Example Weekly Gross Costs (includes £10 wkly consumables budget except bus hire only)	39 Week Term Time only option
Youth Work Co-ordinator (provide own volunteer assistant/s)	2 hrs p/wk (90 mins delivery)		£ 58	£2,262
Youth Work Coordinator & Assistant	2 hrs p/wk (90 mins delivery)		£ 86	£3,354
Chill Out Bus/COB & Staffing Hire				
Bus only (provide own staffing)	2 hrs p/wk (90 mins delivery) (within 10 miles of M/H)		£ 78	£2,028
Bus with Co-ordinator (provide own assistant)	2 hrs p/wk (90 mins delivery)		£ 126	£3,276
Bus with Co-ordinator + Assistant	2 hrs p/wk (90 mins delivery)		£ 148	£3,848

Leicestershire & Rutland Association of Local Councils

Jubilee Hall, Staddon Road, Anstey, Leics, LE7 7AY

Tel 0116 235 3800

Email admin@leicestershireandrutlandalc.gov.uk

www.leicestershireandrutlandalc.gov.uk

Benefits of LRALC membership

Purpose of the Association

The Association exists to support local councils (i.e. Parish and Town Councils) and Parish Meetings exercise good governance and deliver excellence in services to local communities in a way that complies with the legislative requirements placed upon them. It has a separate national body (The National Association of Local Councils – NALC) who it works with closely, a regional body for the East Midlands (FEMALC), and a local structure for Leicestershire & Rutland, with member councils able to convene their own branches if they wish. The Association is run on democratic lines and councillors can be put forward for election to the executive positions at the local and national level. We (LRALC) are you (our members); Formed by Parish Councils --- Run for Parish Councils --- Delivering to Parish Councils.

Benefits of Membership:

Legal, procedural and financial advisory service

Member councils can contact us at the Anstey office and gain access to a wealth of information, model documents, advice and support, or access these through our website. Where legal queries require the opinion of a qualified solicitor they can be referred to the Legal Services Team at the National Association of Local Councils, or other specialist advisers retained by LRALC on behalf of our members. The cost of these services is covered in your membership fee and provides, for example, support for issues on contracts, council business, law and procedure, crime and disorder, employment, health and safety, highways and parking, freedom of information law, land and property, legal proceedings, planning and environment matters.

National Association of Local Councils

Membership of the National Association is included in the overall subscription fee, with access to local, regional and national events, seminars and conferences.

Training & Development

Members are kept up to date with training opportunities and are encouraged to access training whenever possible. LRALC provides training for councillors and chairmen (of both council and committees). For clerks we offer a range of training covering the very basics through to audit procedures and specific training for the Certificate in Local Council Administration (CiLCA). We also offer an ever increasing range of specialist courses on things such as Audit, Insurance, and HR matters.

Non members can and do access training opportunities but delegate fees are substantially higher. We have also provided free training in recent times thanks to project funding, which we hope to replicate in the future. We also arrange a number of free meetings and briefing sessions and various workshops with partner organisations and principal authorities that members can access. We also encourage members to network and exchange ideas with other councils.

Up to date sector knowledge

The Association produces an information newsletter every month which is very well received and which keeps councils abreast of all the latest local government developments, and local issues, events, and projects.

Through the Association's newsletter, website, and email list, councils find out about changes to legislation in a timely fashion and receive associated guidance and support to achieve compliance. Various NALC briefings covering a wide range of issues (i.e. employment, policy, legal) are distributed on a regular basis.

The Association also works with principal councils (Districts/Boroughs, and County) to try and build good working relationships and improved communication and co-operation, and in the last year we have secured major concessions on behalf of our members from principal authorities on policy matters effecting local councils, a prime example being the localisation of council tax issue. We also attend parish liaison meetings/events in all Districts/Boroughs/Counties within our area.

Website, telephone hot line and email contact

Access to the Association's staff is normally 5 days per week (unlike many County Associations) by telephone or via email, or through our website. Office opening hours are usually 8am-2pm (8am-1pm on Mondays and Thursdays), and outside of these hours where possible. Access to the member's area of the LRALC and NALC websites are protected by passwords. Your subscription allows access to these restricted areas.

Employment

Advice and support on a range of day to day employment issues, and pro-active communication of important HR matters to all member councils to avoid problems arising in the first place. We have also invested in two toolkits especially developed by an HR professional for local councils on Recruitment of Staff and Appraisals for Staff.

We also offer a Clerk's Job Evaluation service, which is part of the national NALC/SLCC agreement (covering terms and conditions, a model job description, and a model contract of employment), and which provides a recommend pay grade matched to the specific arrangements and duties in place for your Clerk at your council.

Quality Councils Scheme

We continue to promote the Quality Councils Scheme (currently under review) and there are a growing number with this status. The Association can provide support to councils who wish to achieve this "gold standard" status.

Garden Party invitations

We administer the opportunities for the Chairmen of local councils in Leicestershire and Rutland to attend a Garden Party at Buckingham Palace.

Borrowing Approval

We help local councils to obtain Borrowing Approval from the DCLG for capital projects.

Grants and other funding

The Association signposts opportunities for grants and other funding and endeavours to bring grants into its own funds to keep the costs of membership as low as possible.

Reference Books

There are a number of reference books which can be used at the office. These include, amongst others:

- Local Councils Explained
- Charles Arnold Baker (9th Edition)
- Essentials of Employment Law
- The Parish Councillor's Guide
- The Local Council Clerk's Guide
- The Law of Allotments
- Our Common Land

March 2014

