

## Markfield Parish Neighbourhood Plan

### Minutes of the 26<sup>th</sup> April 2018 Steering Group meeting held at Markfield Community Library

**Present:** Rosie Woodland; Julie Harper; Jacqui Williams; Julie Grace; Peter Maynard; Annie Duggan;

Margaret Bowler; Tony Lockley

**Apologises:** Ann Cook; David Sprason

#### 1. Terms of reference (TOR)

1.1 With the addition of “place” into point 6a, the TOR were approved by all present.

1.2 They will be tabled, for approval, as part of the Neighbourhood Plan Steering Group report to the 1<sup>st</sup> May Parish Council meeting

1.3 RW asked for clarification on the terms PC code of conduct in point 9a. MB said it related to the 7 principles of public service, as defined by Lord Nolan. They are as follows:

- **Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.

## **2. Election Chair, Vice Chair, Secretary and Treasurer**

- 2.1 Prior to the meeting David Sprason had emailed SG members to say that although he was interested in seeking nomination for the position of Chair, currently personal circumstances would prevent it. He was however, also willing to stand for Vice-Chair. Another member of the SG was also interested in standing for Vice-Chair so, in David's absence it was felt only correct to hold this position open until the next meeting.
- 2.2 Tony Lockley was nominated for the position of Chair by Julie G and seconded by Peter Maynard. There being no other candidates or objections and he was duly elected.
- 2.3 Julie H said she was willing to take-on the role of Secretary. There being no other candidates or objections she was duly elected.
- 2.4 Jacqui W said her husband Mike Williams was willing to act as Treasurer. He had fulfilled that role many years ago at Markfield Community Centre. There being no other candidates, his nomination was duly accepted.
- 2.5 Julie H said she was willing to also assist with the SG's Facebook page and Website since that work complemented that of being the secretary.

## **3. Feedback from the Stanton under Bardon/Thornton/Bagworth NP Stakeholder consultation**

- 3.1 Jacqui, Annie, Ann and Tony had attended. Prior to this event their SG had held a series of drop-in events around the 2 parishes. Those events helped to inform this meeting. All had found it an enjoyable and interesting event. It was also a useful guide to what we'd be doing in due course.

## **4. Developing a draft work programme**

- 4.1 Officers from the Leicestershire and Rutland Community Council will be able to guide us through the next crucial steps. We'll invite them to the next meeting to discuss developing our work programme. It would also be valuable to have a presentation from Midlands Rural Housing about the "Housing Needs" survey they undertook late last year. TL to contact LRCC to arrange a meeting.
- 4.2 Having a Logo could be advantageous – for use on posters, Facebook page and website etc. Could open the logo design up through a competition and maybe involve Mercefeld school pupils.
- 4.3 Monthly reports will also be prepared for Markfield PC – the latest report will both seek approval of the TOR and provide a general progress report.
- 4.4 Monthly articles for "The Herald" would also be valuable.

**5. Other matters**

5.1 Annie Duggan said that, reluctantly she was stepping-down from the SG because of work pressures. Everyone thanked her for the contribution she'd made.

5.2 The question of whether SG members were covered by the Parish Council's insurance was raised. MB/TL agreed to raise it with the Parish Clerk.

Signed

Steering Group Chair

Dated