

EAST LEAKE PARISH COUNCIL

MINUTES OF EAST LEAKE ANNUAL PARISH COUNCIL MEETING HELD AT EAST LEAKE PARISH COUNCIL OFFICE ON TUESDAY 12TH MAY 2025 AT 7.30PM.

Present: Cllrs: David Davis (Chair), Jason Billin, William Birch, Susan Davis, Chris Garbett, Donna Griggs, Chris Jennison, Mel Roper, Mike Sharpe, Kevin Shaw, Liz Taylor, and Wendy Thompson.

Also present: The Clerk, Sue Lewis, Assistant Clerk, Ally Moore,

26/APC/1 Election of Chair

Nominations for Chair: Cllr Eleanor Robinson

Proposed: Cllr Donna Griggs
Agreed unanimously

Seconded: Cllr Liz Taylor

It was therefore agreed that Cllr Eleanor Robinson be elected as Chair of the Parish Council for 2026/2027.

26/APC/2 To receive the Chair's Declaration of Acceptance of Office and agreement to abide by the Code of Conduct

Cllr Eleanor Robinson was not in attendance at the meeting and therefore was unable to sign the Declaration of Acceptance of Office. It was agreed that signing of the Declaration would be deferred until the next meeting of the Full Council.

26/APC/3 Apologies for absence

Cllrs Eleanor Robinson and Sandra Johnson – reasons given and accepted.

26/APC/4 Declaration of Interest in Items on the Agenda

There were no declarations of interest.

26/APC/5 Election of the Vice-Chair

Vice-Chair nominations: Cllr David Davis

Proposed: Cllr Mel Roper
Agreed unanimously

Seconded: Cllr Jason Billin

It was therefore agreed that Cllr David Davis be elected as Vice-Chair of the Parish Council for 2026/2027.

26/APC/6 Appointment of Committees

a) Amenities Committee (max of 8 members, plus Council Chair and Vice-Chair)

The Constitution of Committees determines that Cllr Eleanor Robinson and Cllr David Davis serve on the Amenities Committee by virtue of being Chair and Vice-Chair of the Council respectively.

Following a show of hands, the following Councillors were declared as being members of the Amenities Committee:

Cllrs: Wendy Thompson, Mike Sharpe, Will Birch, Chris Jennison, Liz Taylor, Mel Roper, & Susan Davis.

b) Planning Committee (max of 9 members, plus Council Chair and Vice-Chair)

The Constitution of Committees determines that Cllr Eleanor Robinson and Cllr David Davis serve on the Planning Committee by virtue of being Chair and Vice-Chair of the Council respectively.

Following a show of hands, the following Councillors were declared as being members of the Planning Committee:

Cllrs: Chris Garbett, Liz Taylor, Mike Sharpe, Will Birch, Jason Billin, Wendy Thompson, and Sandra Johnson.

c) HR Committee (max of 3, plus Council Chair & Clerk)

Following a show of hands, the following Councillors were declared as being members of the HR Committee:

Cllrs: Donna Griggs, Eleanor Robinson, Mel Roper, Kevin Shaw, and the Clerk, Sue Lewis.

26/APC/7

a) Amenities and Planning Committees to elect Chair and Vice-Chair

Nominations for the Chair of the Amenities Committee: Cllr David Davis

Proposed: Cllr Liz Taylor **Seconded:** Cllr Mel Roper
Agreed unanimously

It was therefore agreed that Cllr David Davis be elected as Chair of the Amenities Committee for 2026/2027.

Nominations for the Vice-Chair of the Amenities Committee: Cllr Will Birch

Proposed: Cllr Will Birch **Seconded:** Cllr Mel Roper
Agreed unanimously

It was therefore agreed that Cllr Will Birch be elected as Vice-Chair of the Amenities Committee for 2026/2027.

Nominations for the Chair of the Planning Committee: Cllr Chris Garbett

Proposed: Cllr Liz Taylor **Seconded:** Cllr Jason Billin
Agreed unanimously

It was therefore agreed that Cllr Chris Garbett be elected as Chair of the Planning Committee for 2026/2027.

Nominations for the Vice-Chair of the Planning Committee: Cllr Liz Taylor

Proposed: Cllr Chris Garbett **Seconded:** Cllr Will Birch
Agreed unanimously

It was therefore agreed that Cllr Liz Taylor be elected as Vice-Chair of the Planning Committee for 2026/2027.

b) Election of two ordinary members to the Personnel & Finance Committee:

Nominations: Cllrs Kevin Shaw and Wendy Thompson

Proposed: Cllr Will Birch
Agreed unanimously

Seconded: Cllr Jason Billin

In addition to the two members above, those five Councillors elected as Chair and Vice-Chair of the three committees will, with the Chair and the Vice-Chair of Council form Personnel & Finance Committee.

c) Personnel & Finance Committee to elect Chair and Vice-Chair

Nominations for the Chair of the Personnel & Finance Committee: Cllr Kevin Shaw

Proposed: Cllr Mel Roper
Agreed unanimously

Seconded: Cllr Liz Taylor

It was therefore agreed that Cllr Kevin Shaw be elected as Chair of the Personnel & Finance Committee for 2026/2027.

Nominations for the Vice-Chair of the Personnel & Finance Committee: Cllr Donna Griggs

Proposed: Cllr Liz Taylor
Agreed unanimously

Seconded: Cllr Will Birch

d) HR Committee to elect Chair

Nominations for the Chair of the HR Committee: Cllr Donna Griggs

Proposed: Cllr Donna Griggs
Agreed unanimously

Seconded: Cllr Mel Roper

It was therefore agreed that Cllr Donna Griggs be elected as Chair of the HR Committee for 2026/2027.

26/APC/8 Appoint members to portfolios and representation on outside bodies

PORTFOLIO TITLE	PORTFOLIO HOLDER 2026/27
Play Parks	Cllr Wendy Thompson
Traders & Local Business	Cllr Mel Roper
Flooding, Drainage & Sewerage	Cllrs Chris Jennison, Jason Billin, and Chris Garbett
Village Open Spaces	Cllr Liz Taylor
Events and Volunteers (including Christmas)	Cllrs Mel Roper, Wendy Thompson, and Will Birch
Social media, Communications, Publicity & Newsletter Lead	Cllrs Sandra Johnson and Assistant Clerk
Trees	Cllr Wendy Thompson
Health, Mental Health & Domestic Violence	Cllr Susan Davis and Assistant Clerk
Health & Safety	Cllr Donna Griggs

Environment & 'Green' Issues	Cllr Jason Billin
Litter, Waste, Dog Mess	Cllr Mike Sharpe
Rights of Way, Footpaths	Cllr Liz Taylor
Policing, Crime & Neighbourhood Watch	Cllr David Davis and Clerk
The Conservation Area	Cllrs Liz Taylor and Chris Garbett
Youth Issues	Cllrs Donna Griggs and Wendy Thompson
Disability	Cllrs Eleanor Robinson and Sandra Johnson
The Street Scene, Including Floral Displays	Cllr Liz Taylor
Churchyard & Village Burial Ground	Cllr Kevin Shaw
Emergencies	Cllr Eleanor Robinson and Clerk
Highways	Cllr Chris Jennison

OUTSIDE BODIES

PORTFOLIO TITLE	PORTFOLIO HOLDER 2026/27
Community Care	Cllr Donna Griggs
Village Hall	Cllr Mike Sharpe, Adele Lapworth, Karen Blatherwick, Pamela Lewis, Jacquie Owen, and Belinda Ferguson
Friends of Meadow Park	Cllr Mel Roper and Wendy Thompson
ELPFC	Cllrs Mel Roper, Kevin Shaw, and Chris Jennison
Quarry Liaison	Cllr Chris Jennison and the Clerk
Airport	Cllr David Davis
EM Parkway / Freeport	Cllr Jason Billin
British Gypsum	Cllr Jason Billin

26/APC/9 To Agree dates for the coming year's meetings

The dates on the previously distributed documents were all agreed upon.

Meeting closed at 19.49pm