



Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

**MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday 15<sup>th</sup> June 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor S Colledge (Chair)

Cllrs A Barker, A Briers, L Collins, T Gillard [Items - 3287 - 3033], P Moulton [Items 3297 - 3309], A Roach, R Woodward, M Wyatt (Items 3287 - 3304)

In Attendance (including Guest Speakers):  
Tracey McLean, Acting Parish Manager  
Zara Barnes, Community Focus Officer at NWLDC  
Polly Page, Housing Officer at NWLDC

7 members of the public (some leaving after Item 3289)

		<b>ACTION</b>
<b>3287</b>	<b>APOLOGIES FOR ABSENCE</b>	
	It was <b>RESOLVED</b> to accept and approve apologies from Cllrs Casson, Greenwood and Moulton. Cllr Moulton had informed the Acting Parish Manager and Chair that he would be late to the meeting.	
<b>3288</b>	<b>DECLARATIONS OF INTEREST</b>	
	Cllr Wyatt declared a registerable interest in all matters relating to planning and North West Leicestershire District Council.	
	Cllr Briers had nothing to declare.	
	Cllr Barker declared a registerable interest in any matters relating to North West Leicestershire District Council, as a Director of Holly Hayes Woods, a member of Whitwick Historical Society and a registerable interest as a signatory at Walkers Flats Allotment Group.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.	

	<p>Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member, a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest in (certain items) and registerable interest as a member of Woodstock in Whitwick committee, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site and a registerable interest as a point of contact for Meadow Barn View.</p>	
	<p>Cllr Collins declared a disclosable pecuniary interest as a trustee member of Whitwick Historical Group.</p>	
	<p>Cllr Roach had nothing to declare.</p>	
	<p>Cllr Gillard declared a registerable interest in all matters relating to North West Leicestershire District Council and Leicestershire County Council as a Member.</p>	
	<p>Cllr Moulton declared a registerable interest in all matters relating to North West Leicestershire District Council, a registerable interest in Whitwick Historical Group as a member, a registerable interest in Whitwick Bowls Club as Link Councillor and as a member, a registerable interest as a member of Whitwick Action Group, a registrable interest as Link Councillor for Thornborough Road Allotments Society and a registerable interest as Link Councillor or Walker Flats Allotments Society. (<i>declarations given before Item 3297</i>).</p>	
<b>3289</b>	<b>NON-COUNCILLOR VACANCY ON PROPERTY MANAGEMENT &amp; GENERAL PURPOSES COMMITTEE</b>	
	<p>It was <b>RESOLVED</b> at this point in the meeting to move Item 3289 Non-Councillor Vacancy on Property Management &amp; General Purposes Committee to later on the agenda and would be taken after Item 3299.</p>	
<b>3290</b>	<b>COMMUNITY POLICING</b>	
	<p>Members noted that PCSO Aimee Carney was unavailable to attend the meeting and a current report was unavailable. The next Beat Surgery would take place at the Community Office on Tuesday 20th June, 10.00 am – 11.00 am. PCSO Carney had recently communicated to the Acting Parish Manager that she would be carrying out Beat Walks at Whitwick Park on the following dates: 29<sup>th</sup> July, 6.00 pm – 7.00 pm; 12<sup>th</sup> August, 9.00 am – 10.00 am; 9<sup>th</sup></p>	

	<p>September, 9.00 am – 10.00 am. Cllr Woodward volunteered to accompany PCSO Carney on the beat walks on the above dates and said that he would endeavour to attend on all dates.</p>	<b>RW</b>
<b>3291</b>	<b>GUEST SPEAKER - NWLDC COMMUNITY FOCUS OFFICER – ZARA BARNES</b>	
	<p>Zara Barnes, Community Focus Officer at NWLDC had been invited to the meeting to introduce herself to council members and to give a brief overview of her role at NWLDC.</p> <p>Ms Barnes confirmed that her role included liaison with parish/town councils and any other voluntary or community group to help improve the local area and to resolve issues that they may have with the District Council.</p> <p>Several projects were taking place at the moment including People Zone. Ms Barnes noted the lack of representation from Whitwick Parish Council relating to People Zone and asked if a member would be willing to join the working group.</p> <p>Grants and funding - Ms Barnes confirmed that a new round of funding for People Zone would be opening soon. UKSPF funding is now also available</p> <p>Ms Barnes informed members that on 2<sup>nd</sup> August, Vaccination Vans would be at Hermitage Lake. The vans were being used as a promotional tool to talk to people in more rural areas. Plans were also being considered to work with the local fire service to put on a water safety event, as several young people had been venturing into the lake recently.</p> <p>Members were also encouraged to contact Ms Barnes if advice was needed with regard to any problems being experienced in parks and open spaces. Members could contact NWLDC to learn how they were tackling issues that they were experiencing.</p> <p>Ms Barnes also confirmed that an Emergency Service Open Day was due to take place in the near future, date to be confirmed; Eco Park consultation had now finished; Skillsgate training for clerks and councillors was now available online.</p> <p>Polly Page, Housing Officer for the Whitwick area introduced herself for the benefit of everyone present. Ms Page confirmed that she was available to be contacted by email or telephone if members had any issues that they needed to discuss.</p>	

<b>3292</b>	<b>MINUTES</b>	
	<b>RESOLVED:</b> that the minutes of the meeting held on 18 <sup>th</sup> May 2023 be approved as a correct record.	
<b>3293</b>	<b>PUBLIC QUESTION AND ANSWER SESSION</b>	
	A member of the public asked why documents relating to the management agreement and constitution for Walkers Flats Allotments had been made freely available to a plot holder. The Chair confirmed that the documents were available to any plot holder as they were public documents. The management agreement was due to be reviewed and updated, once this was done would be available to view on the website by any member of the public.	
	<p>A resident said that several people were scaling the fence at the Co-op building on Castle Street, late at night to get into the bins. The Chair confirmed that this issue would be discussed in more detail under Item 3304 on the agenda. The resident also confirmed that she had spoken to the Co-op with regard to the landscaping and this was currently being addressed.</p> <p>A resident commented that the planter on Oaks Road had not been planted up this year. The Chair confirmed that the Parish Warden would be informed and he would liaise with the grounds maintenance contractor to rectify the situation.</p> <p>A resident asked Cllr Gillard about the potholes at the bottom of Silver Street. Cllr Gillard confirmed that he would look into the situation as soon as possible.</p> <p>A resident asked if the redundant bus shelters in the Market Place would remain in situ. The Chair replied that it was doubtful that Arriva would remove them.</p> <p>A resident asked if it was feasible to consider getting a petition together with regard to the loss of the local bus service. The Chair replied that this had already been attempted. In addition, Cllr Gillard had tried to fight the decision, attending a meeting with Arriva but had met with refusal to his requests. The Chair added that it was a commercial route, not funded by public money and the company could choose to do as they wished.</p> <p>A resident asked if the bus shelter on Talbot Street could be moved from one side of the road to the other. The Chair said that this was a County decision not a Parish decision. The Chair added that the</p>	

	Council may be able to look into grant funding to provide a shelter in this area in the future.	
<b>3294</b>	<b>VAS SCHEME – DATA REPORT</b>	
	Members noted: <b>Vehicle Activated Signs (VAS)</b> – the production of data from the last location had been circulated and published at <a href="https://whitwickpc.org.uk/news/signs">https://whitwickpc.org.uk/news/signs</a> . Signs had been moved to the next location (Loughborough Road) on Monday 12 <sup>th</sup> June 2023.	
<b>3295</b>	<b>THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE</b>	
	Members noted that an up-to-date report was unavailable at the present time.	
<b>3296</b>	<b>ANNUAL REVIEW OF POLICES, PROCEDURES AND RISK ASSESSMENTS</b>	

Last review	Policy	Next Review	Notes (if applicable)
May 2022	Asset Register	May 2023	
May 2022	CCTV & IT Policy	May 2023	
May 2022	Code of Conduct, inc NWLDC Notes for Guidance	May 2023	
May 2022	Community Grants & Donations Policy	May 2023	
January 2022	Complaints Procedure	May 2023	
May 2022	Data Protection Policy and Privacy Policy	May 2023	
May 2022	Environmental Policy Statement	May 2023	
May 2022	Equal Opportunities Policy	May 2023	
May 2022	Financial Regulations	May 2023	New model awaiting adoption – to be revised
May 2022	Financial Reserves Policy	May 2023	
May 2022	Freedom of Information Publication Scheme	May 2023	
May 2022	Health and Safety Policy and Statement	May 2023	
May 2022	Internal Monitoring and Control Policy	May 2023	
May 2022	Lone Working Policy & Risk Assessment	May 2023	
May 2022	Media Policy	May 2023	Extend scope to include FB & Communications
May 2022	Partnership Working Procedures	May 2023	
May 2022	Protocol for Conduct of Chairman	May 2023	

Last review	Policy	Next Review	Notes (if applicable)
May 2022	Retention of Documents and Records Policy	May 2023	
May 2022	Risk Assessment & Management Schedule	May 2023	
May 2022	Role of Link Councillor	May 2023	
May 2022	Staff Disciplinary Policy	May 2023	
May 2022	Staff Grievance Policy	May 2023	
Being revised	Standing Orders	Being revised	Working Party review of NALC Model (April 2018)
May 2022	Structure of Whitwick PC	May 2023	
May 2022	Training Policy	May 2023	
May 2022	Terms of Reference Committees Property Management & GP Staffing/Appeals	May 2023	
May 2022	Website Privacy Policy	May 2023	

	<b>RESOLVED</b> that: Policies, procedures and risk assessments would be reviewed and any changes made would be agreed by Members. The Equal Opportunities Policy to be updated, amended and to be re-titled 'Equality & Diversity Policy'.	
<b>3297</b>	<b>EVENTS 2023</b>	
	<b>Members noted/resolved:</b>	
	<p>a) <b>Seed Sowing Event to commemorate the King's Coronation</b>                      – Members <b>RESOLVED</b> that a date would be agreed for local school children to be invited to a 'wildflower seed sowing session' to take place at Car Hill Rock in September 2023. Member volunteers requested to attend the session. Future agenda item required.</p> <p>b) <b>Woodstock in Whitwick Event – Saturday 19<sup>th</sup> August 2023</b>                      – To take place on ground at the Man Within Compass, volunteers requested – further details to follow.</p> <p>c) <b>Remembrance Parade – Sunday 12<sup>th</sup> November 2023</b> –                      The Acting Parish Manager had asked for timings for the afternoon parade due to take place in Whitwick, but as yet had not received a response. A meeting between Cllr Collins, Craig Smith, Phil Beet and the Acting Parish Manager would be beneficial and a date to be agreed</p> <p><b>d) Woodstock Christmas Event – Sunday 3<sup>rd</sup> December 2023</b> –                      Further details to follow.</p>	

<b>3298</b>	<b>PLANNING AND LICENSING MATTERS</b>	
	a) Applications – The Council had been <b>consulted by NWLDC</b> on the following applications:	
	REF:23/00407/FUL – Glebe Farm, Green Lane, Whitwick - Provision of cabin to be used ancillary to the existing agricultural operation undertaken for the storage of agricultural equipment, the processing of agricultural produce and education purposes – Deadline 12 <sup>th</sup> June – (Deadline extension granted until 16 <sup>th</sup> June 2023) - <b>RESOLVED that no objections be made.</b>	
	REF: 23/00462/LBC – Whitwick Day Nursery, Market Place – Internal alterations, demolition and rebuilding of side boundary wall – Deadline 13 <sup>th</sup> June – (Deadline extension granted until 16 <sup>th</sup> June) - <b>resolved that no objections be made.</b>	
	b) Decisions by <b>NWLDC who had now approved</b> the following applications:	
	REF: 23/00387/FUL – Man Within Compass – Erection of side extension - Permission granted 18 <sup>th</sup> May 2023	
	RE: 23/00485/FUL – Retention of an allotment summerhouse – Allotment Gardens, off Thornborough Rd – Permission granted – 1 <sup>st</sup> June 2023	
	REF: 23/00471/PNH – 45 Peterfield Road - Erection of a single-storey rear extension measuring 8 metres in length from the rear wall of the original dwellinghouse with a maximum eaves height of 3 metres and a maximum height of 4 metres – Permission granted 1 <sup>st</sup> June 2023	
	c) <b>For information:</b>	
	REF: 23/00437/CLP – 11 Hastings Avenue, Whitwick - Certificate of Lawful Proposed Development - for the erection of a detached annexe building for a games room and store at basement level and lounge, jacuzzi, steam room, and changing room at ground floor level ( <i>For information only</i> )REFUSED – 24 <sup>th</sup> May 2023.	
<b>3299</b>	<b>PROCUREMENT AND TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT</b>	
	a) Members noted the Procurement Policy Note issued by the Cabinet Office giving updated thresholds and regulations for authorities.	
	b) The Acting Parish Manager had asked Members to consider and agree the timetable and draft arrangements to be put in place	

	so that the council could advertise the tender for the grounds maintenance contract for either a 3 or 5 year period from 1 April 2024. Contract should be awarded by 30 <sup>th</sup> September 2023.	
	c) Members <b>RESOLVED</b> that on the advice of the Acting Parish Manager to engage a professional consultant/consultancy company to undertake the procurement and tender process for the future grounds maintenance contract.	
<b>3289</b>	<b>NON-COUNCILLOR VACANCY ON PROPERTY MANAGEMENT &amp; GENERAL PURPOSES COMMITTEE</b>	
	<p>The Chair asked any interested member of the public to indicate if they were interested in applying for either of the two non-councillor vacancies on the Property Management and General Purposes Committee (PMGP Committee).</p> <p>Three members of the public indicated their interest by raising their hand.</p> <p><b>RESOLVED</b> that: following a vote by Members, Mrs Audrey Barker and Mrs Jacqueline McNeice would take up the positions of non-councillor members on the PMGP Committee.</p>	
<b>3300</b>	<b>PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE</b>	
	Property Management and General Purposes Committee Meeting due to take place on 1 <sup>st</sup> June 2023 had been cancelled and re-scheduled to take place on Thursday 6 <sup>th</sup> July 2023 a 7.00 pm	
<b>3301</b>	<b>WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS</b>	
	<b>Members noted the following:</b>	
	Link Councillor for Royal British Legion - Cllr Collins informed Members that the RBL were suggesting that the Remembrance Service take place earlier in the day (possibly 1.30 pm – 2.00 pm). Definite timings for the event would be required as road closure permission would need to be sought. Cllr Collins confirmed that she would attending an RBL meeting on Tuesday 4 <sup>th</sup> July to introduce herself to RBL members.	
	Link Councillor for Thornborough Road Allotment Society – Nothing to report	



	Link Councillor for Walker Flats Allotments Society – Cllr Moulton informed Members that their AGM would be taking place on Sunday 30 <sup>th</sup> July.	
	Link Councillor for Whitwick Historical Group – Nothing to report	
	<p>Link Councillor for Whitwick Bowls Club – Cllr Moulton informed Members that the club had notified him of problems with the bowling green sprinkler system and the cutting of the grass.</p> <p>Cllr Moulton had represented the Council at the Parish Liaison meeting that took place on 14<sup>th</sup> June and signed the Joint Charter on behalf of Whitwick Parish Council. Other topics to note included: advice to the Council to adopt the NALC/SLCC Safeguarding Policy; NWLDC’s new free on-line training package, Skillsgate would soon be available and members were encouraged to attend this training.</p>	
<b>3302</b>	<b>DISTRICT COUNCILLORS’ REPORTS</b>	
	No reports were available at the present time.	
<b>3303</b>	<b>COUNTY COUNCILLOR’S REPORT</b>	
	<p>Cllr Gillard reported that funding to rebuild St Andrew’s Church had been declined.</p> <p>Cllr Gillard asked if costings for additional VAS posts could be obtained as there was a possibility that he would be able to provide funding of up to £2,500 towards the cost of purchasing the posts.</p> <p>Money would be made available to install a grit bin on the corner of Leicester Road and Hogarth Road/St Bernard’s Road, licence to be applied for.</p> <p>Money to be made available for the purchase of a memorial bench to be installed at the bottom of Birch Avenue.</p>	
<b>3304</b>	<b>UPDATE FROM THE ACTING PARISH MANAGER</b>	
	a) Resident concerns relating to Coop:	
	<p>The Acting Parish Manager confirmed that she had written to the Co-op and had received a reply regarding the concerns raised.</p> <p>Members <b>RESOLVED</b> that the Co-op should be contacted again to request the provision of a community fridge, ideally positioned at the front of the main building.</p>	

	b) Response from local school regarding wildflower seeds:	
	The Acting Parish Manager informed members that a thank you letter had been received from one of the local schools and they had confirmed that they wished to be involved the Wildflower Seed Sowing Event when a date had been confirmed.	
	c) Council Insurance	
	Members noted that the pre-renewal schedule had recently been received for this year's insurance cover.	
	d) Access to emails on mobile devices and quotation for office IT solution:	
	The Acting Parish Manager had spoken to a local company to provide a report and a quotation to bring all IT under one roof. <b>RESOLVED</b> that: Report and quotation to be provided for Member perusal at a future meeting of the Property Management and General Purposes Committee.	
	e) Whitwick & Coalville Leisure Centre Steering Group:	
	Cllr Barker confirmed that he would represent Whitwick Parish Council on the Whitwick & Coalville Leisure Centre Steering Group. Date of next meeting to be advised.	
<b>3305</b>	<b>END OF FINANCIAL YEAR 2022 – 2023</b>	
	Members <b>Resolved</b> to:	
	a) accept the report of finalised balances set aside as earmarked reserves at 31 March 2023 to enable commitments to be fulfilled at a future time (see attached), balance sheet as at 31 <sup>st</sup> March 2023 to be signed by Chair and Responsible Financial Officer;	
	b) note the final income and expenditure account for 2022/23 (information attached);	
	c) to note the revised asset register at 31 March 2022 (previously circulated).	
	The Chair on behalf of the Council extended her thanks to the Acting Parish Manager and Administration Assistant for the work carried out.	

<b>3306</b>	<b>INTERNAL AUDIT 2022 / 2023</b>	
	Members <b>resolved</b> /noted:	
	a) to receive and accept the summary report and information by LRALC Internal Audit Service, the Council's appointed Internal Auditor, for the financial year ended 31 March 2023 (copy attached).	
	b) to accept the Annual Internal Audit Report on the Annual Governance and Accountability Return 2022/2023 (copy attached page 3 of 6).	
	c) the effectiveness of the internal audit be noted.	
<b>3307</b>	<b>ANNUAL GOVERNANCE STATEMENT FOR 2022 / 2023</b>	
	The Chair read the questions aloud and it was the responsibility of the Council as a whole to answer the questions contained in the form. <b>RESOLVED:</b> that questions 1 to 8 be answered 'yes' and that question 9 be answered 'not applicable'. The form was duly signed and dated by the Chair.	
<b>3308</b>	<b>ANNUAL ACCOUNTING STATEMENTS FOR 2022 / 2023</b>	
	Members <b>RESOLVED</b> that the Accounting Statements for 2022/2023 – Section 2 (page 5 of 6) be approved.	
<b>3309</b>	<b>ACCOUNTS FOR PAYMENT AND FINANCE</b>	
	Members noted/ <b>resolved</b> that:	
	a) Income received for the month of April was recorded as £144,838.77; income for May would be reported at the next meeting.	
	b) Payments made for the month of April including salaries of £6,638.46 be approved (payment listing attached).	
	c) Latest income and expenditure account up to 30 <sup>th</sup> April 2023 (information attached).	
	d) Latest bank balances as at 28 <sup>th</sup> April 2023 as Unity current account £165,411.87, Unity Deposit account £12,348.76 and CCLA Public Sector Deposit Fund £225,000.	

	<b>DATE OF NEXT MEETING</b>	
	Thursday 20 <sup>th</sup> July 2023 at 7.00 pm	

Cllr Moulton arrived at 7.40 pm, (Items 3297 – 3309 only)

Cllr Gillard left at 8.10 pm, (Items – 3287 – 3033)

Cllr Wyatt left at 8.20 pm, (Items 3287 – 3304)

Meeting ended at 8.50 pm

Full Signature of Chair: .....

Date: .....