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**MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday 21<sup>st</sup> September 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor S Colledge (Chair)

CLLrs A Barker, A Briers, P Casson, L Collins, T Gillard [*Items 3337 - 3357*], P Moulton, A Roach, R Woodward, M Wyatt

In Attendance:

Tracey McLean, Acting Parish Manager

2 members of the public

***Before the meeting commenced, the Chair informed members that the order of the agenda would change slightly. Items 3359 and 3360 would be taken after Item 3345. Members of the public and the Acting Parish Manager would be asked to withdraw from the meeting for Item 3360 and a confidential discussion would take place.***

		<b>ACTION</b>
<b>3337</b>	<b>APOLOGIES FOR ABSENCE</b>	
	It was <b>RESOLVED</b> to accept and approve apologies from Cllr Greenwood.	
<b>3338</b>	<b>DECLARATIONS OF INTEREST</b>	
	Cllr Briers had nothing to declare.	
	Cllr Wyatt declared a registerable interest in all matters relating to North West Leicestershire District Council.	
	Cllr Casson had nothing to declare.	
	Cllr Moulton declared a registrable interest in Whitwick Historical Group as Link Councillor and a member, a registrable interest in Whitwick Bowls Club as a Link Councillor and a member, a registrable interest in Thornborough Road Allotment Society as a Link Councillor, a	

	registrable interest in Walkers Flats Allotments as a Link Councillor, a registrable interest in Whitwick Action Group as a member and all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods a registrable interest as a member of Whitwick Historical Group and a registrable interest in the Quarry Liaison Group.	
	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 (and Ashby), a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest 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.	
	Cllr Barker declared a registerable interest in any matters relating to North West Leicestershire District Council, a registrable interest as a member of Quarry Liaison Group, Director of Holly Hayes Woods, a member of Whitwick Historical Society and a registerable interest as a signatory at Walkers Flats Allotment Group.	
	Cllr Gillard declared a registerable interest in any matters relating to North West Leicestershire District Council and Leicestershire County Council as a member.	
	Cllr Collins declared a registerable interest as a trustee member of Whitwick Historical Group.	
	Cllr Roach declared a pecuniary interest in Item 3345 Grant Application for Woodstock in Whitwick.	
<b>3339</b>	<b>MINUTES</b>	
	Minutes of the meeting held on <b>15<sup>th</sup> June 2023</b> to be amended: <b>Item 3297 – Events 2023, d) Woodstock Christmas Event</b> – Date should read ' <i>Sunday 10<sup>th</sup> December 2023</i> '; <b>Item - 3303</b> – MHF bench to be sited on <u>Holly Hayes Road</u> and <i>not</i> Birch Avenue; <b>Item 3303</b> – St Andrew's Church funding should read to <i>rebuild the wall</i> ; <b>Item 3303</b> – money to install grit <i>BINS</i> .  Once minutes were amended, members <b>RESOLVED:</b> that the minutes be approved as a correct record.	

	<p>Minutes of the extraordinary meeting held on 20<sup>th</sup> July 2023 to be amended: <b>Item 3312</b> – repair required as a matter of urgency to <i>sprinkler NOT sprinkler system</i>.</p> <p>Once minutes were amended, members <b>RESOLVED:</b> that the minutes be approved as a correct record.</p>	
<b>3340</b>	<b>COMMUNITY POLICING</b>	
	<p>Members noted that PCSO Aimee Carney was unavailable to attend the meeting and a current report was unavailable. Dates for the next Beat Surgeries at the Community Office would take place on: Saturday 14<sup>th</sup> October, Tuesday 28<sup>th</sup> November and Saturday 16<sup>th</sup> December, 11.00 am – 12.00 Noon.</p>	
<b>3341</b>	<b>PUBLIC QUESTION AND ANSWER SESSION</b>	
	<p>A resident raised a concern relating to the bench to be provided at the bottom of Holly Hayes Road and said that providing seating might exacerbate the problem of drug dealing that took place around that area. The Chair confirmed that she was aware of the problems and the siting of the bench would be discussed at a future Property Management and General Purposes Committee Meeting.</p>	
<b>3342</b>	<b>COMMUNITY PROJECTS</b>	
	<p>a) Vehicle Activated Signs (VAS) – the production of data from the last location had been circulated and published at <a href="https://whitwickpc.org.uk/news/">https://whitwickpc.org.uk/news/</a> signs were moved to the next location (Hall Lane) on 8<sup>th</sup> September 2023. Members noted that there had been a couple of occasions recently when downloading of the data had failed (due to the device) and only partial data had been retrieved (relating to Loughborough Road). Cllr Barker volunteered to assist with the data download on the next VAS changeover.</p>	
<b>3343</b>	<b>THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE</b>	
	<p>Cllr Barker informed members that £25,000 had been set aside for an access road to the new site.</p>	
<b>3344</b>	<b>MEMBERS HIGHWAY FUND – SCHEME TO INSTALL BOLLARDS ON SKINNERS LANE</b>	

	Members noted that a proposed scheme to install three new bollards on Skinners Lane had been put forward by Leicestershire County Council (LCC). LCC would fund the purchase and installation via the Members High Fund (MHF). Once installed the Parish would have full responsibility for all ongoing maintenance of the bollards and LCC would have no responsibility for them. Cllr Gillard confirmed that he would contact LCC for additional relevant information and report back to members. Members <b>RESOLVED:</b> that this item would be moved forward to the next agenda for further discussion.	
<b>3345</b>	<b>GRANT APPLICATION</b>	
	Cllrs Colledge and Roach withdrew from the meeting at 7.29 pm.	
	Cllr Moulton, as Vice-Chair took this item. Members <b>RESOLVED:</b> that a grant of £250.00 be awarded retrospectively to Woodstock in Whitwick, towards the cost of the event.	
	Cllrs Colledge and Roach returned to the meeting at 7.30 pm.	
<b>3359</b>	<b>EXCLUSION OF PUBLIC AND PRESS</b>	
	Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest be reason of the confidential nature of the business to be transacted.	
<b>3360</b>	<b>RECRUITMENT OF PARISH MANAGER AND FUTURE OF WHITWICK PARISH COUNCIL</b>	
	The Acting Parish Manager and members of the public withdrew from the meeting for this item at 7.31 pm. Cllr Collins nominated to scribe for this item.	
	The Chair advised members that the Staffing Committee look at options and make recommendations. These recommendations must come before full council for members to vote on them and resolve which options would be accepted.  Quotations for work involved in recruitment had been received from NWLDC - £400.00 and LRALC - £800.00 Members <b>RESOLVED:</b> to accept the quotation provided by NWLDC  Members <b>RESOLVED:</b> to advertise the Parish Manager position at 30 hours per week . Deputy Parish Manager to continue at 22.5 hours	

	<p>per week, time and salary saved to be utilised to provide 25 hours for Parish Admin position. Votes FOR = 7 Votes AGAINST = 3</p> <p>Councillor Woodward informed members that he would be resigning from the Staffing Committee with immediate effect.</p>	
	The Acting Parish Manager and members of the public returned to the meeting at 8.25 pm	
<b>3346</b>	<b>EVENTS 2023</b>	
	<p>a) <b>Seed Sowing Event</b> to commemorate the King's Coronation – Members <b>RESOLVED:</b> that a date to be agreed in October 2023 or April 2024 for local children to be invited to a 'wildflower seed sowing session' to take place at Car Hill Rock. Member volunteers requested to attend the session.</p>	
	<p>b) <b>Remembrance Parade – Sunday 12<sup>th</sup> November 2023</b> – The Acting Parish Manager and RBL Link Councillor had met with the RBL representative on 16<sup>th</sup> August 2023. Plans were now underway with the church service taking place at 2.30 pm; Leicestershire 4 x 4 Response Team had confirmed their attendance and would assist with road closures on the day; road closure request and associated paperwork had been forwarded to LCC before the closing date of 15<sup>th</sup> September; Parade Master contacted with regard to the band; member volunteers requested for 'poppies on lamp posts'. Members <b>RESOLVED:</b> that enquiries to be made with St John's Ambulance/Search and Rescue for first aid cover on the day.</p> <p>Members <b>RESOLVED:</b> that invites to be sent to the Lord Lieutenant of Leicestershire, local MP, Chief Executive, Chairman and all District Councillors at North West Leicestershire District Council, local County Councillor and Mike Read representing Whitwick Scout Group.</p> <p>Members <b>RESOLVED:</b> that a discussion at a future meeting would need to take place relating to the organisation, running of the Remembrance Parade event and 'who will do what' going forward. To also consider how many Parish Council staff hours have being spent on the planning and preparation of this year's event.</p> <p>The Chair requested that condolences from all members of Whitwick Parish Council be passed onto the Royal British Legion</p>	

	on the passing of Ray Griffiths who had been the well-respected president of the Whitwick branch for many years.	
	c) <b>Woodstock Christmas Event – Sunday 10<sup>th</sup> December 2023</b> - To take place at the The Black Horse in Whitwick.	
	d) <b>Woodstock in Whitwick Event – Saturday 19<sup>th</sup> August 2023</b> – Very successful event and approximately £7,000 was raised for charity. Cheque presentation to take place on 20th January 2024 at Constitutional Club, Whitwick.	
<b>3347</b>	<b>PLANNING AND LICENSING MATTERS</b>	
	a) Applications – The Council had been <b>consulted by NWLDC</b> on the following applications:	
	<p><b>REF: 23/00677/NCU – Sunnyside, Church Lane</b> - Demolition of existing farmhouse and erection of 3 new two-storey dwellings including altered access off Church Lane without complying with condition 2 of planning permission reference 22/00366/FUL to include alterations to the layout to provide easement to an on-site sewer – (Deadline – 2 July 2023)</p> <p><b>REF: 23/00764/FUL – 36 Coverdale</b> - Erection of single and two storey rear extension and pitched roof over garage and porch to replace existing flat roof – (Deadline 20<sup>th</sup> July)(Deadline extended to 21<sup>st</sup> July)</p> <p>REF: 23/00960/T28 – Notice of Intention to Install Telecoms Apparatus - 9M medium Wooden Pole outside The Weaving Mill, Church Lane – Registered 26 July/Decision Date: 27 July 2023</p> <p><b>REF: 23/00783/FUL – 47 Peterfield Rd</b> – Erection of a single-storey side/rear extension and alterations – Deadline 3<sup>rd</sup> August</p> <p><b>REF: 23/00946/FUL – 149 Loughborough Rd, Whitwick</b> – Formation of a vehicular access – Deadline 17<sup>th</sup> August - Cllrs contacted to ask for comments before meeting of 21<sup>st</sup> September</p> <p><b>REF: APP/G2435/W/23/3320501 – Town &amp; Country Planning Act 1990 Appeal Under Section 78 – Proposed site of Swan Lake Lodges, Spring Lane, Swannington</b> – Appeal start date: 1<sup>st</sup> August 2023. All representations must be received by 5 September 2023</p> <p><b>REF: 23/01093/TPO – Birch House, 25 Silver Street</b> – Works to 1 No. Common Ash Tree (protected by TPO) – Deadline 13<sup>th</sup> September (Deadline extension requested – no reply)</p>	

	<p><b>REF: 23/01110/FUL – 141 Hermitage Road, Whitwick –</b> Erection of single storey rear extension – Deadline 21<sup>st</sup> September 2023 – Deadline extended to 22<sup>nd</sup> September <b>RESOLVED: that no objections be made</b></p> <p><b>REF: 23/01150/FUL – 36 Bonchurch Rd, Whitwick –</b> Demolish existing garage and single storey side extension and build two storey angled side extension - (Deadline 27<sup>th</sup> September) <b>RESOLVED: that no objections be made</b></p>	
	<p>b) Decisions by <b>NWLDC who had now approved</b> the following applications:</p>	
	<p><b>REF:23/00524/FUL – 24 Ashford Road, Whitwick -</b> Erection of two storey &amp; single storey rear extension and extension to front porch – (Deadline – 25<sup>th</sup> May 2023)- Permission granted 9<sup>th</sup> June 2023</p> <p><b>REF: 23/00462/LBC – Whitwick Day Nursery, Market Place –</b> Internal alterations, demolition and rebuilding of side boundary wall and installation of mechanical extract fans – Deadline 13<sup>th</sup> June – (Deadline extension granted until 16<sup>th</sup> June) Permitted – 19<sup>th</sup> June 2023</p> <p><b>REF: 23/00575/FUL – 87 St Bernards Road -</b>Erection of single storey side and rear extension – (Deadline 7<sup>th</sup> June) (Deadline extension applied for) Permission granted 22<sup>nd</sup> June 2023</p> <p><b>REF: 23/00361/FUL (Resubmission of 22/01495/FUL) – 2 Torrington Avenue –</b> Erection of a two storey side extension – Deadline 15<sup>th</sup> May – Extension applied for – Permission granted 29<sup>th</sup> June</p> <p><b>REF: 23/00677/VCU – Sunnyside, Church Lane –</b> Demolition of existing farmhouse and erection of 3 new two-storey dwellings – Permitted 19<sup>th</sup> July</p> <p><b>REF: 22/01366/OUT – 86 Leicester Road, Whitwick -</b> Erection of five no. three bedroom dwellings (outline access and layout included) at– Permitted 20<sup>th</sup> July 2023</p> <p><b>REF: 23/00774/FUL – 2 Wakefield Drive, Whitwick –</b> Enlargement and alterations to roof including raised ridge height, side gables and rear dormer to facilitate loft conversion – (Deadline 14<sup>th</sup> July) (Deadline extension applied granted until 21<sup>st</sup> July) – Permission granted 3<sup>rd</sup> August</p>	

	<p><b>REF: 23/00096/FUL &amp; 23/00801/NMA – 296 Hall Lane –</b> Erection of single storey side/rear extension and single storey front extension (porch) – (Deadline 22 February) Non material amendment to planning permission to allow for an increase in depth to the single storey side/rear extension Permitted 10<sup>th</sup> August 2023</p> <p><b>23/00785/FUL 12 Holly Hayes Road –</b> Demolition of existing rear extension and erection of a new single-storey rear extension – Deadline 19<sup>th</sup> July – (Deadline extended to 21<sup>st</sup> July) – Permission granted 10<sup>th</sup> August 2023</p> <p><b>REF: 23/00634/FUL – St Catherine Villa, Oaks Road –</b> Demolition of existing dwelling and erection of replacement dwelling and associated works – (Deadline 12 July) Deadline extended to 21<sup>st</sup> July 2023 – Permitted 31<sup>st</sup> August 2023</p> <p><b>REF: 23/00764/FUL – 36 Coverdale, Whitwick, Leics –</b> Erection of single and two storey side and rear extensions and pitched roof over garage and porch to replace existing flat roof – Deadline 5<sup>th</sup> September - Permitted 31<sup>st</sup> August 2023</p> <p><b>REF: 23/00950/TPO – The White House, 1 Loughborough Rd, Whitwick –</b> Fell 1. No Cedar Tree (protected by TPO) – Deadline 18<sup>th</sup> August – Cllrs contacted to ask for comments before meeting of 21<sup>st</sup> September Permitted 12<sup>th</sup> September 2023.</p>	
	c) For information:	
	<p><b>REF: 23/00687/CLP – 198 Leicester Road –</b> Certificate of Lawful Proposed Use for single storey rear extension – <b>REFUSED 1<sup>ST</sup> AUGUST -FOR INFORMATION ONLY</b></p>	
<b>3348</b>	<b>SAFEGUARDING POLICY</b>	
	Members <b>RESOLVED:</b> that the Safeguarding Policy template published by Leicestershire and district councils be adopted to help the Parish Council review their safeguarding arrangements.	
<b>3349</b>	<b>PROCUREMENT &amp; TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT</b>	
	Cllrs Barker and Woodward had met with the Acting Parish Manager on several occasions recently to peruse and prepare the grounds maintenance document in readiness for advertising. The contract had been uploaded to government websites 'Find a Tender' and 'Contracts Finder' by the Acting Parish Manager and the contract and	



	advert had been uploaded to the Council's website meeting the deadline date of 8 <sup>th</sup> September 2023. The Chair on behalf of Members thanked Cllrs Barker, Woodward and the Acting Parish Manager for the work that had been undertaken to meet the deadline for the procurement and tender process.	
<b>3350</b>	<b>PROPERTY MANAGEMENT &amp; GENERAL PURPOSES COMMITTEE</b>	
	Members noted that the minutes of the PMGP Committee meeting held on 3 <sup>rd</sup> May 2023 be received.	
	Cllr Barker confirmed that a discussion had taken place during the committee meeting relating to the siting of a bench on Holly Hayes Road.	
<b>3351</b>	<b>STAFFING COMMITTEE TERMS OF REFERENCE</b>	
	The Staffing Committee met on 7 <sup>th</sup> August 2023 and recommended that the Terms of Reference be amended as follows: <ul style="list-style-type: none"> <li>• Election of Chair of Staffing Committee to take place at the first meeting of the Committee each year (and not decided at the Annual Meeting as in previous years)</li> <li>• Protected characteristics to be updated and to include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation</li> </ul> Members <b>RESOLVED:</b> that Staffing Committee terms of reference be updated as detailed above.	
<b>3352</b>	<b>REVIEW OF COUNCIL MEETINGS CALENDAR</b>	
	Members <b>RESOLVED:</b> to trial bi-monthly council meetings; it would be decided on a month by month basis if an extraordinary meeting would be required to discuss/resolve legal items, e.g decisions to be made with regard to staffing, grounds maintenance and finance, etc. Monthly meetings to resume if it was found necessary. Votes FOR: Seven; Votes AGAINST: 3	
<b>3353</b>	<b>COMMUNITY OFFICE CLOSURE – XMAS 2023</b>	
	Members <b>RESOLVED:</b> that the Community Office would close for the Christmas period on Wednesday 27 <sup>th</sup> , Thursday 28 <sup>th</sup> and Friday 29 <sup>th</sup> December.	
<b>3354</b>	<b>WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS</b>	

	No items to discuss dealt with during PMGP Committee Meeting under Item 3251	
<b>3355</b>	<b>DISTRICT COUNCILLORS' REPORTS</b>	
	Cllr Barker reported that there had been problems in the past with the demolishing of the building at the side of Whitwick Historical Group. Cllr Barker confirmed that he had been assured that some action would take place in the new year.	
	Cllr Barker reported that overgrown trees surrounding the 'old bookies' on North Street had been cut back, trees had been checked for TPO's. Cllr Moulton reported that the building had now been sold; work at Marlborough Square in Coalville was due to commence soon.	
	Cllr Wyatt reported that that work on the Eco Park would commence soon.	
<b>3356</b>	<b>COUNTY COUNCILLOR'S REPORT</b>	
	Cllr Gillard reported that land on Leicester Road had now been put up for sale. Cllr Gillard confirmed that £2,500 of funding would be made available from Members Highway Fund for purchase of extra posts for VAS.	
<b>3357</b>	<b>ACTING PARISH MANAGER'S REPORT</b>	
	<ul style="list-style-type: none"> <li>A query had been received from a resident with regard to blasting at the quarry. Members <b>RESOLVED:</b> that Cllr Woodward on behalf of the Parish Liaison Committee would liaise with the resident.</li> </ul>	
	<ul style="list-style-type: none"> <li>A complaint had been received from a resident with regard to the Woodstock in Whitwick event (complaint received before the event took place). Cllr Colledge confirmed that a leaflet drop had taken place before the event; traffic cones had been obtained and volunteers had coned off all driveways, to avoid any drives being blocked; free shuttle bus had been provided from Market Place to the Man Within Compass; professional security guards had been on duty; a community police officer and an off duty police officer had been in attendance at the event; noise had been directed away from residents and the event finished before time and within the terms of the licensing conditions. There had been no reports of anti-social behaviour.</li> </ul>	

	<ul style="list-style-type: none"> <li>Code of Conduct Training – Members noted that a further on-line session had been provided by NWLDC for those members who had been unable to attend the previous session in person.</li> </ul>	
	<ul style="list-style-type: none"> <li>Skillsgate – Members noted that there had been a slight delay in rolling out the scheme to parish and town councillors as NWLDC had been tailoring the packages to be more targeted towards parishes rather than the district.</li> </ul>	
	<ul style="list-style-type: none"> <li>Voluntary, Community &amp; Social Enterprise Alliance (VCSE Alliance) - Members <b>RESOLVED:</b> to become a VCSE Alliance member. Acting Parish Manager to complete necessary registration form.</li> </ul>	<b>TM</b>
<b>3358</b>	<b>ACCOUNTS FOR PAYMENT &amp; FINANCE</b>	
	Members noted:	
	<ul style="list-style-type: none"> <li>Internal audit paperwork had now been corrected, signed by the Chair and sent to Moores auditors.</li> </ul>	
	<p>a) Details of income received for the month of August had been tabled at the meeting, including details of VAT refund amount of £42,525.79;</p> <p>b) Details of payments made for the month of September, including salaries, were tabled at the meeting;</p> <p>c) Details of latest income and expenditure account for 2023/24 and the summary of earmarked reserves at 31 August 2023 were tabled at the meeting;</p> <p>d) the latest bank balances as at 31<sup>st</sup> August 2023 - Unity current a/c £77,462.97, Unity Deposit a/c £12,418.30, and CCLA Public Sector Deposit Fund £225,000.00.</p>	
	<b>DATE OF NEXT MEETING</b>	
	Thursday 19 <sup>th</sup> October 2023 at 7.00 pm	
	The Chair terminated the meeting at 9.20 pm	
	FULL SIGNATURE OF CHAIR: ..... DATE: .....	

Cllr Colledge left the meeting for Item 3345 at 7.29 pm and returned at 7.30 pm  
Cllr Gillard left the meeting at 8.59 pm  
Cllr Roach left the meeting for Item 3345 at 7.29 pm and returned at 7.30 pm  
Acting Parish Manager left the meeting at 7.31 pm for Item 3360 and returned at 8.25 pm