



N.B All Minutes are deemed as draft until formally approved and signed

MINUTES of the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 5th October September 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Councillors S Colledge, P Moulton [3361- 3369] R Woodward

Mrs A Barker

In Attendance:

Mrs T McLean, Acting Parish Manager

		ACTION
3361	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllr Briers and Mrs McNeice.	
3362	DECLARATIONS OF INTEREST	
	Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.	
	Cllr S Colledge declared a registerable interest in the Whitwick and Ashby branches of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; issues relating to planning and the green wedge as a member of Whitwick Action Group; a registerable interest as a member of Woodstock in Whitwick; a registerable interest as a point of contact for Meadow Barn View; a potential disclosable pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.	
	Cllr A Barker declared a registerable interest in all matters relating to NWLDC for Hermitage Ward as a District Councillor; registerable interest as a Director of Holly Hayes Wood and as a member of	

	<p>Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</p> <p>Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as a Link Councillor and a member; a registerable interest in matters regarding Whitwick Bowls Club as Link Councillor and a member; a registerable interest as Link Councillor for Thornborough Road Allotment Society; a registerable interest as Link Councillor for Walker Flats Allotments; all matters relating to NWLDC for Thornborough Ward as a District Councillor; a registerable interest as a member of Whitwick Action Group.</p> <p>Cllr Woodward declared a registerable interest as a Director of Holly Hayes Wood, as a member of Whitwick Historical Group and as a member of Friends of Thringstone.</p>	
3363	MINUTES	
	<p>It was RESOLVED that the minutes from the meeting held on Thursday 7th September 2023 be approved as a correct record.</p>	
3364	PUBLIC QUESTION AND ANSWER SESSION	
	None.	
3365	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Update provided - Members noted that three local companies had been contacted to obtain quotations for 2 no. pussy willow, 2 no. rowan and 2 no. strawberry trees (all two metres in height), stakes and security mesh to be included in the quotations. 	TM
	<ul style="list-style-type: none"> • WPC.008 -Overhanging tree onto resident's property – Members noted that a tree on parish land was overhanging onto resident's conservatory. Grounds maintenance company had done what they could, but could not get close enough to remove all branches using steps and ladders. Acting Parish Manager to forward photographic evidence to parish preferred tree surgeon for his suggestions/quotation. 	TM
	<ul style="list-style-type: none"> • Vandalised tree on Thornborough Road – Members noted that the Parish Warden had reported that the cherry near to the Covid Memorial Bench on Thornborough Road had been vandalised. Grounds maintenance company to cut back the tree in attempt to save it. 	TM

3366	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	This report to be dealt with under Item 3368, Land Matters, Allotments. The Acting Parish Manager informed members that to date, Meadow Barn View had not received a written apology from Thornborough Road Allotment Society (as per minute number 3084 [9]). Cllr Moulton to follow up with TRAS representative.	Cllr PM
	b) Allotments Link Councillor – Walker Flats – Update:	
	Nothing to report.	
	PROJECTS:	
	<i>The Acting Parish Manager provided an update/information on the following:</i>	
	<ul style="list-style-type: none"> • Eco-Bollard – Members noted that Cllr Wyatt had attempted to contact Intecso, but to date had not received a reply. Members RESOLVED: that Cllr Wyatt be invited to attend the next meeting of the PMGP Committee (2nd November), to discuss his suggestions of alternative companies that could provide an air quality monitor and the possibility of funding. Members also RESOLVED: that the item relating to the Intecso Eco-Bollard should be removed from future agendas going forward. 	TM
	<ul style="list-style-type: none"> • A3 Car Parking Signs – This project is currently on the action list but on hold due to time constraints. Members RESOLVED: that quotations for an additional sign be obtained, the design to be in a format similar to sign at entrance to park, approximately 3-foot square, mounted on posts, to be situated opposite round flower bed on at top of drive. Closing times on the main sign at the entrance to the park to be amended (park to remain open until 9.00 pm, May-August). 	TM
	<ul style="list-style-type: none"> • Memorial Arch – The Acting Parish Manager presented two quotations for member perusal. Quotation 1 - £3,690 + VAT; Quotation 2 - £4,250 both quotations for manufacture only. Members RESOLVED: to accept Quotation 1. Wording to read Whitwick Memorial Garden. Quotations for installation to be sort at a later date. 	TM
	<ul style="list-style-type: none"> • Provision of Memorial Tree in Memorial Garden – Members noted that the Acting Parish Manager confirmed that she had contacted the parish preferred tree surgeon for him to source 	TM

	wood to form the basis of a memorial tree, currently awaiting a reply.	
	<ul style="list-style-type: none"> • LCC Grit Bin Provision – Members noted as part of the Members Highway Fund (MHF) grit bins to be provided at Whitwick St Bernard’s Road/Leicester Road junctions x 2, George Street/Hall Lane junction x 1, Hogarth Road/Leicester Road x 1. A consultation with residents had recently taken place. Paperwork to now be completed and forwarded to LCC. • Application for UKSPF grant to fund broadband at Park Hall – Members noted that the Acting Parish Manager had completed and forwarded an application to NWLDC. Further information in support of the application to be provided for NWLDC by the Acting Parish Manager. Further quotations to provide broadband at Park Hall were also being sought. • Members Highway Fund – Funding Received – At the request of a member, the Acting Parish Manager confirmed that £4,000 had been received into the parish council bank account on 14th June 2023. This funding would be used to purchase a park bench at the entrance to Holly Hayes Wood and two benches on the grass area outside the kebab shop, market place. Further funding would be received in due course - £10,000 for the purchase of 2 VAS machines and posts; £5,000 for highway improvements. The Acting Parish Manager to clarify when money will be received. • Renewal of Grounds Maintenance Contract – Members noted that the initial period for tenders would end on Friday 13th October and the contract would need to be awarded by 10th November 2023, there would then be a standstill period of 10 days. The Acting Parish Manager requested that several members would need to be available to open tenders and carry out scoring process from Tuesday 17th October 2023. • Delivery of trees expected November 2023 – A delivery of 420 trees is expected in November. It had been previously resolved that the majority of trees would be planted at Car Hill Rock. Members RESOLVED: that any spare trees would be planted at the side of the fence on Parsonwood Hill Recreation Ground. Grounds maintenance contractor to be notified to ensure planting included in their work schedule. 	<p>TM</p> <p>TM</p> <p>TM</p> <p>TM</p>
3367	LAND MATTERS – KING GEORGE’S FIELD	
	<i>N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council</i>	

	Members noted/ resolved :	
	Whitwick Park	
	<ul style="list-style-type: none"> • Repairs to toilet doors – The Acting Parish Manager presented two quotations for member perusal. Quotation 1 – Estimated cost £350.00 per door; Quotation 2 – Total Price for 4 doors (including store door) £2,750 + VAT. Members RESOLVED: that a further quotation be obtained. 	TM
	<ul style="list-style-type: none"> • Bowls Green – leak to irrigation system – The Acting Parish Manager presented a quotation (£2,862.00 + VAT) for member perusal. Contractor had suggested that sprinklers needed to be re-cabled as the wiring had deteriorated and was crumbling. Members RESOLVED: that the Acting Parish Manager obtain further information relating to the work to be carried out on the quotation and to bring back to the next meeting. 	TM
	<ul style="list-style-type: none"> • Potholes on park driveway – Members noted that grounds maintenance contractors had scheduled in the work to be carried out on Friday 13th October. The driveway would be closed for a short period of time. 	
	<ul style="list-style-type: none"> • Vandalism to rocking horse – Members noted that seats had been removed by vandals. Grounds maintenance company had ordered new seats from manufacturer and these would be fitted as soon as they were received. 	
	<ul style="list-style-type: none"> • Damaged barriers near to skate park – Members noted that corroded barriers near to skate park had been taped up by grounds maintenance contractor. Members RESOLVED: that quotations to be obtained by Acting Parish Manager for cleaning up and re-welding of barriers. 	TM
	<ul style="list-style-type: none"> • Hedge saplings vandalised – Members noted that grounds maintenance contractor had reported that some hedge saplings had been damaged. 	
3368	LAND MATTERS – EXCEPT KGV LAND	
	PARSONWOOD HILL RECREATION GROUND	
	<ul style="list-style-type: none"> • Consideration for re-siting of access to Parsonwood Hill Recreation Ground – further questions – Members RESOLVED: for Acting Parish Manager to investigate which contractor provided original railings and to report back to the committee. 	TM

	ALLOTMENTS	
	<ul style="list-style-type: none"> • New email address for Walkers Flats Allotments - Members noted that a new contact email address for Walkers Flats Allotments has been provided, parish council website had now been updated with new information. 	
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road – Members noted that the Acting Parish Manager had contacted the advice of the parish preferred contractor and was awaiting advice and recommendations for remedial work to be carried out. 	TM
	<ul style="list-style-type: none"> • TRAS – Mains Water Supply 	
	Members noted that Water Plus had been contacted and it was in hand to provide a final meter reading prior to the water supply ceasing.	TM
	RECREATION/OPEN SPACES	
	<ul style="list-style-type: none"> • Crumbling stone wall on Castle Street – Members noted that the wall does not fall under the responsibility of Whitwick Parish Council. • Holland Close – Members noted that the Acting Parish Manager had received a reply from National Grid who had provided a snapshot of the land registry deed and confirmed that the land in question did not belong to them. Members RESOLVED: that as no-one would take responsibility for the bush and every avenue had been explored, as a gesture of goodwill the parish council would cut the bush back to the ground, but under no circumstances would this admit liability for future work. • Footpath behind Tressall Road – Standing Water – Members noted that work was scheduled to take place on 18th October 2023 (subject to change) 	TM
	<ul style="list-style-type: none"> • Cutting back trees/bushes at Holly Hayes – Members noted that grounds maintenance company to confirm if this work forms part of the schedule. 	TM
	<ul style="list-style-type: none"> • Provision of bench at the bottom of Holly Hays Road – Members noted that the Acting Parish Manager requested photographs to ascertain where the bench would actually be sited. 	TM

	<ul style="list-style-type: none"> • Resident request for one off access permission through gate at Hays Close – Members RESOLVED: that permission be granted for resident to have temporary access through gate at Hays Close to fell a tree in his garden at the rear of his property. Access over parish land and key forms to be completed by resident. 	TM
	<ul style="list-style-type: none"> • Resident query relating to potential development on fields off Talbot Street – Members RESOLVED: for resident to contact Cllr Moulton for him to make enquiries to NWLDC as the District Council Member for the Thornborough Ward. 	Cllr PM
3369	BUILDINGS' MANAGEMENT	
	Park Hall	
	<ul style="list-style-type: none"> • Well Pump – Members noted that a date still to be agreed for service to well pump. 	TM
	<ul style="list-style-type: none"> • Window Blinds – Members RESOLVED: that regular hirer apply to Parish Council for funding grant to be used for the provision of window blinds. 	TM
	COMMUNITY OFFICE	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Members noted that one quotation had been received for work relating to damp problem. A further quotation was still awaited. 	TM
	<ul style="list-style-type: none"> • Repair required to emergency office light – Members noted that Cllr Moulton confirmed that a contractor would need to be instructed to replace the lighting unit. Members RESOLVED: that the Acting Parish Manager instruct a contractor to replace the lighting unit as soon as possible and to arrange for PAT testing to take place. 	TM
	<ul style="list-style-type: none"> • Pests in roof space – Members noted that copious amounts of mouse droppings found in roof space and amongst insulation. Members RESOLVED: that a pest control company be instructed to carry out work as soon as possible. Insulation in roof space to be replaced at the same time as pest extermination. 	TM
	PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION	

	OLD RAILWAY STATION	
	<ul style="list-style-type: none"> • Work to be carried out to roof tiles and corner bricks – Members noted that the Acting Parish Manager was currently awaiting a quote for work to be carried out. 	TM
	PAVILION	
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Members noted that the Acting Parish Manager was still looking into the possibility of installation of SMART meters at Park Hall and the Pavilion. 	TM
3370	OTHER MATTERS FOR FUTURE AGENDA	
	<ul style="list-style-type: none"> • Provision of CCTV Cameras – Members RESOLVED: that Paul Collett to be invited to PMGP Committee Meeting due to take place on Thursday 2nd November 2023 	TM
	<ul style="list-style-type: none"> • Community Payback in the People Zone – Members RESOLVED: that representatives from the People Zone be invited to PMGP Committee Meeting due to take place on Thursday 7th December 2023 	TM
Full signature of Chairman: Date:		
The Chairman closed the meeting at 8.20 pm		

Cllr Moulton left the meeting at 8.20 pm