



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 7th December 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Councillors S Colledge, P Moulton R Woodward

Mrs A Barker

In Attendance:

Miss Lily Thorne, Community Development Officer, People Zones

Mrs T McLean, Acting Parish Manager

		ACTION
3411	APOLOGIES FOR ABSENCE	
	It was RESOLVED: to accept and approve apologies from Mrs McNeice.	
3412	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.	

	<p>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 Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</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> <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>	
3413	MINUTES	
	It was RESOLVED: that the minutes from the meeting held on Thursday 5th October 2023 be approved as a correct record.	
3414	PUBLIC QUESTION AND ANSWER SESSION	
	None.	
3415	GUEST SPEAKER FROM PEOPLE ZONE: LILY THORNE, COMMUNITY DEVELOPMENT OFFICER	
	<p>Lily Thorne, Community Development Officer, from the Office of the Police and Crime Commissioner, attended the meeting to provide an update on projects already underway with People Zones and to identify potential schemes within the village of Whitwick.</p> <ul style="list-style-type: none"> • Link for meeting to be sent • Next round of funding to take place from April 2024. • Future consideration to be given to projects relating to the cleaning of the War Memorial, the garden area around the Pit Wheel at the City of Dan, raised beds and funded taxi service for Whitwick residents. 	

3416	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Three quotations had been sought for trees, two quotes out of the three received. Members RESOLVED: to accept quotation from Coles Nurseries for £334.00 	TM
	<ul style="list-style-type: none"> • WPC.008 -Overhanging tree onto resident's property – Members RESOLVED: to accept quotation from parish preferred tree contractor to pollard 2 trees alongside garage to prevent damage and to give a longer period prior to a revisit, crown raise and trim back remaining trees for £980.00 	TM
3417	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	No meeting had taken place. Water supply had now been turned off.	
	b) Allotments Link Councillor – Walker Flats – Update:	
	A meeting had taken place. Link Councillor to be invited to all future meetings.	
	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 Intecso had provided further details relating to portability of the bollard, by means of a trailer. Members RESOLVED: that they did not wish to continue to pursue this avenue of provision. Item to be removed from future agendas and alternative quotes to be sought from different companies in the future. 	TM
	<ul style="list-style-type: none"> • A3 Car Parking Signs – Members RESOLVED: that additional sign for the car park to be supply and fitted, height and format of the design to be similar to sign at entrance to the park. Font for opening/closing times to be increased to ensure visibility to visitors on foot and in vehicles. 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 – Members noted that updated artwork made available, signage cannot be provided in the form of an arch. Members RESOLVED: to accept the amended artwork, wording to read 'Whitwick Memorial Garden' £4,250 (manufacture only).Quotations for installation to be sought 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 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 that the Acting Parish Manager confirmed that all paperwork had been submitted, but no further information received from LCC. The Acting Parish Manager confirmed that she would contact the relevant officer at LCC for an update on the situation. • Application for UKSPF grant to fund broadband at Park Hall – Members noted that the Acting Parish Manager to provide further information/quotations to support the grant application. • Members Highway Fund – Funding Received – Members noted that all funding had now been received. The Acting Parish Manager confirmed that: £4,000 had been received into the parish council bank account. This funding would be used towards purchasing a park bench at the entrance to Holly Hayes Wood and two benches on the grass area outside Doner Master, Market Place; £10,000 received for the purchase of 2 VAS machines and posts; £5,000 received for highway improvements. Benches – Quotations had been sought, Members RESOLVED: to purchase Streetmaster, 1800 Hereford Seats 2 X replacement benches at Doner Master, 1 X bench at Pit Wheel (licence from LCC may be required), 1 X bench at Holly Hayes Road, 2 X benches to be purchases as spares. • Renewal of Grounds Maintenance Contract – Members noted that JR Grounds Maintenance Contractors had been appointed and a pre-contract meeting took place on 30th November 2023. Contract paperwork to be drawn up and awarded. KPI training session to take place early in the near year via Zoom. • Free trees update – Members noted that trees/hedging had been planted along railings at Parsonwood Hill, Cademan Street and Loughborough Road. Thanks to Cllr and Mrs Barker for their help with this project. Members RESOLVED: that any remaining 	TM TM

	hedging to be planted at Whitwick Park behind the Hall adjacent to Holland Close.	TM
3418	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 – Members noted quotations to be obtained in the new year. 	TM
	<ul style="list-style-type: none"> • Bowls Green – Members noted that there had been a leak to the irrigation system. Secondary contractor (Access Irrigation) had attended site on 24th November and repaired the system, all now working correctly. Engineer noted that the original repair had not been connected into the common wire correctly. 	
	<ul style="list-style-type: none"> • Potholes on park driveway – Members noted that work to the driveway had been completed on 16th October 2023. 	
	<ul style="list-style-type: none"> • Vandalism to rocking horse – Members noted that replacement seats ordered, but no longer in production. Special order currently in progress. 	
	<ul style="list-style-type: none"> • Damaged barriers near to skate park – 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 	
	<ul style="list-style-type: none"> • Damaged wire fence next to memorial wall – Members noted that a report had been received that the wire fence had been broken and access could be gained into the park. Members RESOLVED: further investigation to be carried out. 	TM/Cllr Barker
	<ul style="list-style-type: none"> • Playground Inspection Results – Members noted recommendations made within the reports and RESOLVED: that basketball hoop (installed by residents) to be removed from Robinson Road play park. 	TM

3419	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 – Members RESOLVED: for Acting Parish Manager to investigate further as to which contractor provided original railings and to report back to the committee. 	TM
	ALLOTMENTS	
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road – The parish preferred contractor had commented that the large Ash tree had a lot of significant deadwood across the canopy and what appears to be early stages of Ash dieback. Members RESOLVED: that routine deadwood/general works be carried out at a cost of £780.00 + VAT. 	
	<ul style="list-style-type: none"> • TRAS – Mains Water Supply 	
	Members noted that all works relating to disconnecting the water supply had now been completed.	
	<ul style="list-style-type: none"> • WFA – Removal of tree stump – Members noted that a request had been received for the removal of a tree stump on an allotment plot. Members RESOLVED: that tree stump removal was the responsibility of Walker Flats Allotments and not Whitwick Parish Council. 	
	RECREATION/OPEN SPACES	
	<ul style="list-style-type: none"> • Holland Close – Members noted that bushes in front of the electrical station had been cut back to the ground on 11th October 2023. Hedges inside park boundary also cut back at the same time. Thanks to Cllr Barker for applying anti-vandal paint to the railings. Any leftover trees from the November delivery will be planted along the railings between Whitwick Park and Holland Close. • Footpath behind Tressall Road – Standing Water – Members noted that Leicestershire County Council (LCC) had attended site on 18th October 2023 but were unable to carry out any work due to access issues to allow the digger onto the site. LCC were currently contacting the Secretary of Friends of Holly Hayes Wood to try and resolve the issue. 	

	<ul style="list-style-type: none"> • Cutting back trees/bushes at Holly Hayes – Members noted that strimming had been carried out at this location. Members RESOLVED: that no further action was required. 	
	<ul style="list-style-type: none"> • Provision of bench at the bottom of Holly Hayes Road – Members noted bench to be ordered as per Agenda Item 3417 	
	<ul style="list-style-type: none"> • Investigate possible encroaching onto parish land at rear of Tressall Road – Item to be carried forward to a future agenda. 	
	<ul style="list-style-type: none"> • Hilary Crescent Playground – Members noted that a resident had commented that youths were frequenting the area and littering with food packaging and disposable vapes. The resident’s concern was that older people in the area felt intimidated when going out at night time. The resident had been advised to report the anti-social behaviour to 101 and the Acting Parish Manager confirmed that local PCSO Emma Ramsay would be informed. 	
3420	BUILDINGS’ MANAGEMENT – ALL OWNED BUILDINGS	
	<ul style="list-style-type: none"> • PAT Testing – Members noted testing had been carried out November 2021. Members RESOLVED: that PAT testing to be carried out in the new year (2024). 	
	<ul style="list-style-type: none"> • Fixed electrical installations tests – Members noted that tests were carried out to all buildings with a fixed electrical supply in January 2021 with re-inspection suggested for January 2024. 	
	<ul style="list-style-type: none"> • Electric smart meters – Members noted that consideration should be given to upgrading meters at all locations. Members RESOLVED: that Smart meters be installed in all parish council owned building. 	
	Park Hall	
	<ul style="list-style-type: none"> • Well Pump – Members noted that well pump had been cleared. Members RESOLVED: that investigation to be carried out on an annual basis. 	
	<ul style="list-style-type: none"> • Window Blinds – Discussion took place relating to provision of blinds and ownership going forward. Members RESOLVED: to inform hirer of potential insurance implications. 	
	<ul style="list-style-type: none"> • Hot water boiler in kitchen – Members noted there are issues with the hot water boiler. Members RESOLVED: that further investigation to be carried out in relation to the function and cost effectiveness of the equipment. 	

	COMMUNITY OFFICE	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Members noted that quotation received for work to be carried out to office door to alleviate the damp problem in the building. Members RESOLVED: to accept the quotation of £60.00 	
	<ul style="list-style-type: none"> • Repair required to emergency office light – Members noted that repair was on hold pending removal of pests in ceiling. 	
	<ul style="list-style-type: none"> • Pests in roof space – Members noted that holes in the office wall had been sealed off on 8th November 2023. Pest control company had made four visits to the office and last traps were removed on 24th November 2023. Pest control company recommended that if noises were still being heard from roof space after Christmas, a drainage survey would need to be carried out to identify any alternative route of entry. Members RESOLVED: that loft clearance can only take place, once the pests are no longer active. 	
	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 contractor had cleared gutters and altered the direction of flow from the downpipe to the front of the building to allow water to run away from the railway station. Remainder of work (re-bed bricks at corner of building, repointing at ground level) to be carried out shortly 	
	PAVILION	
3421	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 4th January 2024. 	
Full signature of Chairman: Date:		
The Chairman closed the meeting at 9:03 pm		