

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

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held VIRTUALLY ONLINE (via Zoom) on 4 February 2021 at 7.00 pm under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw and R Woodward

Mrs. A Barker, Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

The Chairman welcomed everyone to the meeting, which was being held virtually due to the coronavirus pandemic. This was a public meeting and there was a statutory right for anyone to record it (as detailed on the agenda with other important information). For the benefit of the attendance register, members verbally confirmed their attendance and the Parish Manager signed the register on their behalf.

[NB Agenda items were incorrectly numbered. Minutes show the corrected numbering.]

2408. APOLOGIES FOR ABSENCE

None.

2409. DECLARATIONS OF INTEREST

Cllr P Moulton declared a disclosable non-pecuniary interest in matters affecting Belton and Whitwick Royal British Legion as the Link Councillor and a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a Link Councillor for Thornborough Road Allotment Society and as a representative member of Leisure Centre Steering Group.

Cllr J Straw declared a disclosable non-pecuniary interest as a member of Whitwick Action Group and a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Ms S Colledge declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group and in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a pecuniary interest in any matter concerning the Hermitage Leisure Centre.

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Mrs A Barker declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions.

2410. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2411. MINUTES

Resolved that the minutes of the meeting held on 7 January 2021 be approved and would be signed as a correct record when a date could be arranged at the Office.

2412. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following **actions be taken/noted:**

- a) Playground Working Party Report:** details of the inclusive equipment outlined by a supplier were discussed and welcomed; **the Chairman would help explore comparative designs/costs from other suppliers from information provided by the Parish Manager,** noting the financial stability of some companies had changed during lockdown; **checks would be needed on the surfacing and the Parish Manager to request a sample;**
- b) Bowls Link Councillor:** Cllr Moulton reported there were no new matters;
- c) Allotments Link Councillor – Thornborough Road: thanks to be given publicly to a member of the public who had spent 3 days litter picking the ditch outside the allotments;**
- d) Allotments Link Councillor – Walkers Flats:** no report received;

PROJECTS

1. Whitwick Park Gates –provisional installation date delayed due to sourcing materials;
2. Whitwick Park Entrance improvements – date still awaited;
3. Park Hall Fire Exit disabled access improvement: date awaited for weather and ground conditions to improve;
4. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager as all new signs would need to refer to the new parish byelaws; **if there was no response from Legal Services on lack of progress since September 2020, then an approach should be made to the Chief Executive for assistance;**
5. Installation of Benches throughout the Village – licences still awaiting progress by the County Council legal services since November;
6. Repairs to the Old Station Building – remaining repair was awaiting dry weather;
7. Installation of the Miners Memorial Seat in front of the Wheel – County Council legal services had now issued the licence on 3 February and the

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- bench was due for delivery on 11 February; wording was requested for any plaque, in line with the policy; brief discussion on further signage;
8. Park Hall Heating – the new company had quoted for replacement items, **that additional quotes be sought and work to be undertaken in the summer**; the Parish Manager would check financial requirements due to the specialist nature of the installation; the Parish Manager would request a commitment to future servicing after installation;
 9. Grit Bins –the final grit bin had been installed; 4 new grit bins had been ordered by the Parish Manager but a discount was yet to be confirmed; the old concrete roller could be relocated; **the grit bin in Stinson way needed topping up; a resident request for a second parish grit bin on Ashford Road was considered but declined** [NB the county council also had a grit bin on Ashford Road] **and the Parish Manager would let the resident know that bags of grit were alternatively available to purchase for £6 from the Community Office; an approach to be made by the Parish Manager to private premises at junction of Thornborough Road/Church Lane to explore hosting a grit bin and a defibrillator**;
 10. Memorial Garden in Whitwick Park – no new information to report;
 11. Fencing for Car Hill Rock – initial approach to Whitwick Quarry needed to be confirmed, with **the Parish Manager providing measurements for gabions**; a site meeting had been held on 29 January and the fencing arrangements confirmed to members; **a new sign was needed and the Parish Manager would email members with the potential design**; potential for the opening of this open space to be linked with the 10th anniversary of the Parish Council;

2413. LAND MATTERS – KING GEORGES V FIELD

It was noted the action list is awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken**/noted:

WHITWICK PARK

- a) that the driveways repairs had been undertaken to re-surface the pothole damage, with an alternative pedestrian route into the park arranged by the Park Ranger;
- b) repeat requests made to the Air Ambulance charity to empty the recycling bank but acknowledgment received to say they would be willing to remove it. Staff felt this should be a last resort as residents did actively support have the bank on site in the Park; **request the caretakers to check the clothes bank each week and call for timely emptying when required**;
- c) **to request the Ranger checks the drain at the rear of the outbuilding**; other land matters previously agreed for action remained outstanding;

PARSONWOOD HILL (part)

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d) no other new matters for consideration.

2414. LAND MATTERS – EXCEPT KGV LAND

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

ALLOTMENTS

a) that no matters had been submitted that required attention/action by the Committee;

RECREATION/OPEN SPACES;

b) that the council's solicitor had not yet responded to their instruction to take enforcement action over the boundary infringement; **the Parish Manager to write to the residents to confirm that a solicitor had been engaged;**

c) insurance cover had been requested by the Parish Manager for new street furniture/assets so that replacement costs were covered in the event of any future loss;

d) additional chain/adjustments were needed for a gate at Green Lane; confirmation of the early order for supplementary seasonal lighting had been received and the price held at previous levels; residents had expressed gratitude to the council for extending the grounds maintenance contract with JR Landscaping;

2415. BUILDINGS MANAGEMENT

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

PARK HALL:

a) that the periodic electrical inspections had been completed – thanks to Ms. Mabey and the Chairman of Whitwick History Group for arranging access; quotations would be sought when the reports were received;

b) that the sewer pump repair had been undertaken by the caretakers on 22 January to rectify the alarm fault (saving the callout cost); **the Parish Manager instructed to arrange a test of the alarm and future usage because of insurance implications;**

c) a broken toilet seat was being repaired or replaced;

d) no further building repairs or maintenance issues;

e) no new external area problems;

COMMUNITY OFFICE:

f) that the Parish Manager would continue to work mostly from home during the latest lockdown; the Community Office was again closed except for essential personal visits (e.g. authorising paperwork) and it was requested that visits be restricted to 15 minutes; PPE shields worn by staff when visitors entered;

g) that one internal light needed replacing;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

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h) no new issues raised;

2416. OTHER MATTERS FOR FUTURE AGENDA

The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.

Full signature of Chairman: Date:

The meeting terminated at 8.35 pm.

Date of the next meeting: Thursday 4 March 2021 at 7 pm