

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 March 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 [Items 2440-2443; 2447(a) and 2444 (10) only], J Straw [except Item 2447(b)] and R Woodward

Mrs. A Barker, Ms S Colledge

In Attendance:

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

Members of the public: none.

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.

The Chairman gave notice that under Standing Order 9.1, he wished to vary the order of two items on the agenda as Cllr Moulton needed to leave the meeting but planned to re-join later.

2440. APOLOGIES FOR ABSENCE

None.

2441. 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 in matters affecting the Green Wedge as a member of Whitwick Action Group; a disclosable non-pecuniary interest as a member of Whitwick Historical Group; and a pecuniary interest in Item 2447a.

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Mrs A Barker declared 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 Woodstock Crisis Team; a non-pecuniary interest in Whitwick Historical Group; a non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a pecuniary interest in any matter concerning the old Hermitage Leisure Centre site; a pecuniary interest in item 2444 (1).

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.

2442. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2443. MINUTES

Resolved that the minutes of the meeting held on 4 February 2021 be approved and would be signed as a correct record when a date could be arranged at the Office.

2447. BUILDINGS MANAGEMENT

[Cllr J Straw left the meeting at 19.06 for Item 2447 (b).]

b) Members considered the 3 quotations received for electrical work, as identified in the recent Periodic Inspection Reports circulated to members and the Interim report on the Railway Station building electrics; following expressions of caution, the RFO advised that quotation B should be disregarded (this was substantially more expensive than alternative quotes); **resolved to accept the quotation from Whitwick Electrical (company A) for £500.64 and the additional testing and checks to be undertaken without charge; the Parish Manager be delegated to further accept any routine additional work that was identified but to refer back to members any high cost items;**

[Cllr J Straw re-joined the meeting at 19.23]

[Cllr P Moulton left the meeting at 19.24 due to another appointment.]

2444. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) **Playground Working Party Report:** the Chairman had visits planned by two other suppliers for comparative costs; a sample of safety surfacing had been provided and was shown to members (being available to view in the office if wished);
- b) **Bowls Link Councillor:** no new matters previously identified by Cllr Moulton before he left the meeting;
- c) **Allotments Link Councillor – Thornborough Road:** no new matters

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previously identified by Cllr Moulton before he left the meeting;

d) Allotments Link Councillor – Walkers Flats: no report received; (see item 2446a)

PROJECTS

1. Whitwick Park Gates – additional security had been installed and members commended the aesthetics of the job;
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; a sign reminding motorists that the gates were locked at closing time may be helpful;
5. Installation of Benches throughout the Village – no progress with licences that had been with County Council legal services since November; **the Committee would seek assistance from County Cllr T Gillard and County Cllr Wyatt on getting the legal consent issued;**
6. Repairs to the Old Station Building – remaining roof repair continued to await dry weather;
7. Installation of the Miners Memorial Seat in front of the Wheel – the licence had been agreed, the bench had been delivered and members arranged to look at this the following morning; the memorial wording and installation arrangements had not yet been agreed;
8. Park Hall Heating – Ms. Mabey had been seeking additional quotes for replacement heating to be installed in the summer; the Chairman offered his assistance if required as a keyholder;
9. Grit Bins – delivery of the 4 new grit bins was awaited and the old concrete roller relocated; extra salt added to 2 parish grit bins and 1 request sent to County for Howe Road bin to be topped up; an approach made to private premises for potential new siting but visit not yet arranged due to remote home working by the Parish Manager; **a new grit bin for Skinners Lane was suggested and initial enquiries with the Co-op supermarket to accommodate this had been receptive;**
10. Memorial Garden in Whitwick Park – deferred to later in the meeting in the temporary absence of Cllr Moulton;
11. Car Hill Rock – fencing installed and members were pleased with the outcome; the Parish Manager had not yet confirmed measurements to Whitwick Quarry for the assistance that had been enquired about with gabions; **feedback from residents to members and to the Community Office was discussed and concerns noted for the record. However, positive appreciation had also been received, not just criticism and members remained in agreement that this land was in public ownership and should be open for residents to enjoy responsibly;** H&S guidance had been followed and advice

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would be sought on signage.

2445. 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 a holly tree problem reported by neighbouring property be investigated and a new concern from a neighbour about an oak tree be referred to a specialist for advice;
- b) the Air Ambulance recycling bank seemed to now being emptied regularly;
- c) provisional plans for tennis courts to re-open from 29 March, in line with latest coronavirus rules, were endorsed and delegated to the Parish Manager to implement as appropriate; plans for the bowling season were also endorsed with appropriate social distancing until 21 June (or later);** any concerns would be raised with members for guidance if necessary;
- d) the Parish Manager had not yet actioned the bins to be ordered, members discussed other requests for additional benches in the park with a site meeting being arranged for members to suggest locations; slabs remained available for use;

PARSONWOOD HILL (part)

- e) thanks were recorded by the Parish Manager to Cllrs Barker and Moulton, accompanied by the Park Ranger, for the checks and reinforcements at this site where horses had been left to graze (contrary to normal byelaws);
- f) no other new matters for consideration.

2446. 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 a grant application by Walkers Flats Allotment Society had been successful to enable an inclusive plot and improved access at the site; the Link Councillor had been invited to a meeting with Ian Gregory and the Parish Manager but no response received; the Chairman had later attended a site meeting to hear about plans for driveway improvements and help with raised beds from Stephenson College; the Parish Manager had contacted the District Councillors to ask for the outcome on reported problems with rats/potholes from November 2020;

RECREATION/OPEN SPACES;

- b) that the council's solicitor had now been instructed to investigate the

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boundary infringement and requested to take enforcement action for reinstatement to the grass open space; a cost limit had been identified for the initial investigations that would be undertaken when information had been supplied by the Parish Manager; **the Parish Manager to clarify if costs could be claimed;**

- c) there had not been any response to the request for professional advice on riparian responsibility held by the parish council on some open spaces; the Severn Trent monitoring of water quality of the brook was now underway; the sample invitation for tree survey quotes had been circulated to members and thought to be ready to send.

2447. BUILDINGS MANAGEMENT

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

- a) noting that 3 Leicestershire companies had been contacted but not all replied, **that the quotation from Company A (Navas Associates) be accepted for £1425 to provide valuation reports on rebuilding costs for all buildings;**
- b) [considered earlier in the meeting – see page 611];
- c) provisional plans for re-opening of buildings from 12 April (Park Hall for limited activities), other buildings from 17 May (in line with latest coronavirus guidance) were endorsed and delegated to the Parish Manager to implement as appropriate with social distancing until 21 June (or later);** the parish council would not be able to physically meet at Park Hall until Stage 4 of lockdown easing was reached – no earlier than 21 June; if the Parish Manager had any concerns during this period they would be raised with members for guidance;

PARK HALL:

- d) that the new fittings had been purchased for the repair to the toilet seat;
- e) no further building repairs or maintenance issues;
- f) the external social distancing markings be re-painted;

COMMUNITY OFFICE:

- g) that the Parish Manager would continue to work mostly from home during the latest lockdown; the Community Office could potentially trial opening by appointment from 12 April for essential personal visits (e.g. authorising paperwork) but still restricted to 15 minutes and with PPE shields worn by staff when visitors entered;
- h) that two emergency lights had failed but were being quickly replaced by the caretaker (with thanks expressed by Committee members);

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- i) no new issues raised and the Chairman volunteered to check the previous drain problem;

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2448. OTHER MATTERS FOR FUTURE AGENDA

Ideas for future consideration would include exploration of changes needed for the 2021 Christmas Lighting scheme; the Parish Manager had received notification from the County Council on changes to the annual licensing process so, following prior confirmation from the supplier of 15 decorations, the early timing of invitations to businesses to participate, with a voluntary donation, would be needed.

[Cllr P Moulton re-joined the meeting at 21.04]

2444. PARISH PROJECTS -LINK COUNCILLOR REPORT (deferred from earlier in the meeting)

10. Memorial Garden in Whitwick Park – the Parish Manager reminded members of the previous allocation set aside; members made suggestions on sensory planting (herbs like lavender, thyme, rosemary, mint; winter flowering jasmines, poppies) and asked about potential for colour and perfume, shape and structures, evergreens and snowdrops; Cllr Moulton reported on progress with ideas from the Royal British Legion who had approached Stephenson College to build brick pillars at the entrance to create a feature arch. It was hoped to have a poppy centrepiece on the ground in the centre of the garden. A new contact had been in touch to offer artistic expertise (possibly sculptures) and the project was growing in interest and size. A request would be relayed to JR Landscaping to clear the area first. Members asked to have designs emailed again. Cllr Moulton would invite Ms. Williams to meet him for an update.

Full signature of Chairman: Date:

The meeting terminated at 9.31 pm.

Cllr J Straw left the meeting at 19.06 for Item 2447 (b).

Cllr J Straw re-joined the meeting at 19.23

Cllr P Moulton left the meeting at 19.24 due to another appointment.

Cllr P Moulton re-joined the meeting at 21.04.

Date of the next meeting: Thursday 1 April 2021 at 7 pm