

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 1 April 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 (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.

2471. APOLOGIES FOR ABSENCE

None.

2472. 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 non-pecuniary interest as Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest 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; a pecuniary interest in Item 2478a.

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

Ms S Colledge declared a non-pecuniary interest in Whitwick Historical Group; a non-pecuniary interest in any planning matter that affected the

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Green Wedge as a member of Whitwick Action Group; a pecuniary interest in any matter concerning the old Hermitage Leisure Centre site.

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.

2473. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2474. MINUTES

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

2475. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) **Playground Working Party Report:** the Chairman reported one supplier had visited but declined to quote, which disappointed members who recognised the work taken to get to this stage; **Cllr Moulton to urgently seek further quotes by emailing more companies with an emailed brief (with a deadline to respond), to be considered at an extra meeting when received to enable a spring/early summer installation to be commissioned;**
- b) **Bowls Link Councillor:** Cllr Moulton reported plans progressing for members to meet again, with social distancing as previously until the limited use of the pavilion and provisional fixtures potentially from 17 May (depending on later national guidance); the Parish Manager reported that payment had been received promptly for the new season;
- c) **Allotments Link Councillor – Thornborough Road:** Cllr Moulton reported that all plots were taken, with 20 names on the waiting list and some discussions about potential plans and fencing improvements;
- d) **Allotments Link Councillor – Walkers Flats:** no report received or update on the rat problem reported in November 2020; (Cllr T Gillard had emailed to confirm the potholes were being assessed by the District Council for short-term measures);

PROJECTS

1. Whitwick Park Entrance improvements – **deadline to be given for work to be done, with Park Hall improvements to be completed first;**
2. Park Hall Fire Exit disabled access improvement: **these priority works should be undertaken to avoid disruption to hirers and a start date agreed promptly;**
3. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager;

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4. Installation of Benches throughout the Village – yet again, a request had been received from the County Council for information previously supplied (location, positioning, etc) so that the licence for two benches could be issued; Ms Mabey had responded and the licence was hopefully due to be posted the following week, which would then need signing and returning for final issue; **the benches already purchased should be ready for installation by JR Landscaping at Loughborough Road and Perran Avenue (Hall Lane) provisionally from 19 April; a third bench should be installed on parish land in front of the post at the rear of Holly Hayes playground, between the two sets of equipment.**
5. Repairs to the Old Station Building – Cllr Moulton had been assured that the remaining roof repair to the flashing on the chimney would be completed on 31 March but the contractor had attended another priority job; work not done on 1 April due to staff sickness but now scheduled for Tuesday 6 April; members discussed how to reduce delays in completion of future projects with limits to be given or penalty clauses;
6. Installation of the Miners Memorial Seat in front of the Wheel – ongoing;
7. Park Hall Heating – conflicting information was being received but members confirmed their commitment to proceed with this important investment; quotes hopefully to be considered at the next meeting;
8. Grit Bins – 4 grit bins had been delivered; following enquiries by the Parish Manager, **councillors undertook to visit a local shop owner to pursue potential siting of a grit bin and a defibrillator; members to check if the grit bin that the County Council had agreed last year to site at Clarke Close had been installed;** no update on a potential new grit bin for Skinners Lane with support of the Co-op supermarket; **the request by Cllr T Gillard on behalf of a resident to install a parish grit bin at the junction of St Bernards Road and Leicester Road was declined as previous objections by residents had prevented from using this County owned location; historically a grit bin had been removed by the County Council at this location so members agreed the County should bear the responsibility for re-instating it; parish grit bin volunteers would be asked to make final checks on the bins and then lock them after w/c 19 April;**
9. Memorial Garden in Whitwick Park – members discussed current progress and ideas, including design suggestion by the Legion of a poppy centrepiece in the ground donated by a memorial mason; JR Landscaping had cleared the area as requested; **Cllr Moulton to seek clarity and confirmation of the voluntary input by the Royal British Legion to the parish council's project, with written design ideas showing their suggestions to be submitted by 27 April for the Committee to consider safety and inclusion factors before approval in principle;** no update on liaison with Ms. Williams about the design;
10. Car Hill Rock – no progress by the Parish Manager on the gabion request

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nor on seeking signage advice from the insurers;

2476. 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 approach for a craft market, independently run, be encouraged in principle for a later date but subject to discussions with the organiser and practical advice by Ms Colledge who had vast and valuable event experience; as previously agreed no parish events were currently scheduled and would not be considered until after restrictions were lifted; the current Park priority was the Memorial Garden project so accommodation of a new event would be some months away;**
- b) **ownership of the park was transferred to the parish council in 2014 by the District Council with existing metal railings at the boundary; the request by a resident for the parish to reinforce fencing on part of the boundary railings was not supported as the landlord could install secondary fencing, which had been historically undertaken by the majority of neighbouring residential properties;**
- c) **two additional benches would be ordered and placed inside the park near the jitty (on a slab base) in locations identified by members at their site meeting; an existing bench would be relocated to an adjacent hardstanding to remove the nuisance of smell from the bin; two bins would be required and installed by the adult fitness equipment and at a midway point in the jitty; the new jitty bin to be relocated by JR Landscaping to a post at Holly Hayes playground;**
- d) the holly tree problem had been addressed and a further visit made by the Parish Manager with the council's tree specialist to meet a resident regarding their concerns with an oak tree in the park – a written report would confirm the opinion given that the tree roots were not deemed to be the cause of damage to a retaining garden wall;

PARSONWOOD HILL (part)

- e) a brief update was given on legislative matters regarding enforcement;
- f) no other new matters for consideration.

2477. 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 the theft of the fencing at Walkers Flats Allotment Society had been reported to the police and following discussion, action by the Parish

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Manager to submit an insurance claim for replacement of the fencing was deferred subject to assessment of the purpose of the fence and the possible removal of the remaining stumps;

- b) no other matters requiring attention/action from the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES;

- c) the confidential update from the Parish Manager who had 'met' the council's solicitor regarding progress on the enforcement action for reinstatement to the grass open space;

- d) further to the discussions at 2476 (b), the bin at Holly Hayes was agreed and **to protect the environment at Car Hill Rock a litter bin would be installed by the entrance to help visitors act responsibly;**

- e) routine matters were progressing but other actions were still outstanding.

2478. BUILDINGS MANAGEMENT

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

- a) that a delegated decision by the Parish Manager to accept revised quotations for extra identified electrical work now costing £418.40 for the pavilion/toilets and £294.60 for the outbuildings; **that a quotation from Navas Associates be requested for asbestos surveys for all buildings to identify locations affected;** noted a Leicestershire company were offering water management and hygiene surveys;

- b) as previously outlined, plans remained on target for staged re-opening after lockdown; Park Hall would re-open from 12 April for one hirer and the capacity of 15 persons remained; other buildings could potentially open from 17 May with capacity restrictions and measures in line with latest coronavirus guidance; additional guidance for community buildings had just arrived but the 50 pages not yet assessed (although contradictions appeared to still exist which would discourage physical parish council meetings until after 21 June);

PARK HALL:

- c) a full staff meeting had been held with checks on the building, 25 chairs to be placed permanently in the Hall instead of the kitchen, the office tidied and decorating equipment removed and the internal noticeboard updated (materials needed to be designed/printed for the new outside noticeboard, although there were few hirers left to be able to promote);
- d) no further building repairs or maintenance issues;

COMMUNITY OFFICE:

- e) that the Parish Manager would continue to work mostly from home in accordance with lockdown advice; the Community Office could potentially trial opening by appointment from 12 April for essential

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personal visits by residents and councillors but still restricted to 15 minutes where possible and with PPE shields worn by staff when visitors entered;

- f) that one electric light needed replacing and members noted weeds outside the building that Cllr Moulton may be able to assist with;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- g) the Parish Manager had taken a delegated decision to have the gents toilet cistern repaired/replaced;
- h) the Parish Manager had not yet arranged the Radar key scheme for the disabled toilet; following discussion on alternative toilet management, changes were not required but the Parish Manager would endeavour to complete covid risk assessments for public toilets by 21 June; also information on further electrical tests may be available for consideration;
- i) a delegated decision had been and reported by the Parish Manager to accept revised quotes for full re-wire of the Station electrics at a cost of £2945.84, with work underway as a priority to help the tenant;
- j) no new issues raised and the Chairman confirmed he had found the drain was clear and working properly when checked and the resident notified;

2479. OTHER MATTERS FOR FUTURE AGENDA

Ideas for future consideration would include commissioning of tree surveys and advice on future planting schemes, with members noting the Parish Manager had been informed of £3000 grant being awarded by the Bardon Quarry Community Fund.

Full signature of Chairman: Date:

The meeting terminated at 9.29 pm.

Date of the next meeting: **possibly** on 22 or 29 April at 7 pm
(extra meeting may be held to consider quotations)

and Thursday 6 May 2021 at 7 pm