

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 on 4 November 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor A Barker (Chairman)

Cllrs P Moulton,  
Mrs. A Barker, Ms S Colledge, Mr T Gee

In Attendance:

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

No members of the public.

**2668. APOLOGIES FOR ABSENCE**

Cllrs J Straw and R Woodward.

**2669. 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 A Barker declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a non-pecuniary interest as a signatory at Walkers Flats Allotment Group.

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

Mr. T Gee declared a non-pecuniary interest in Whitwick Historical Group as a member and Woodstock in Whitwick as a Committee member.

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## **2670. MINUTES**

**Resolved that the minutes for 1 July, 14 July and 2 September were approved as a correct record and would be signed.** The minutes for 7 October had not been circulated and were deferred.

## **2671. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

## **2672. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS**

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

- a) Playground Working Party – noted that a second quote had been received and that one more company would be making a site visit to Holly Hayes Playground and Hermitage/Green Lane to suggest some new inclusive equipment; members hoped to make a decision at the next meeting;
- b) Bowls Link Councillor – Cllr Moulton said scheduling of work for the Green and date of meeting with contractor set for Thursday 6<sup>th</sup> January 2022 at 10am, held at the pavilion.
- c) Allotments Link Councillor – Thornborough Road Cllr Moulton reported on the latest news.
- d) Allotments Link Councillor – Walkers Flats: no report received;

## **PROJECTS**

1. The steps aside of Park Hall leading up to the grass area – provisional start date now hoped for the week before Christmas so that there would be minimal disruption to hirers and the contractor; the contractor had apologised for the excessive delay but would be holding the original price quoted in 2020 even though cost of materials had escalated;
2. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;
3. Installation of the Thomas Moulton Miners Memorial Seat was complete but the memorial plaque for the Wheel was awaiting wording and design finalisation;
4. Park Hall Heating installation – although the installation had been completed there had been no clear handover to staff to have operating instructions and the heating was working intermittently; following a call today an engineer would be attending the following week to meet caretakers and the Parish Manager;
5. Grit Bins – the bright green bins owned by the parish council had been washed, filled and new locks installed ready for the winter;
6. Memorial Garden in Whitwick Park – update provided by members on the details and an agreement to meet on 21<sup>st</sup> November at the garden at 10.30am. Members noted the donation of a memorial rock by Whitwick Quarry as one of the focal points for this garden; miners' memorial bench to be stored when it arrived until pathways were completed and siting agreed.

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7. Car Hill Rock – members noted that the requested quotes were still awaited and that the construction of gabions had been temporarily deferred;
8. Seasonal Lighting –the locations of the seasonal lighting (with a donation received and a further donation anticipated) was confirmed as the Community Office, Three D Hair salon, White Horse Pub, Post Office, Mark Davis Opticians (x2), Kings Arms, Andy Peters Racing, Co-op Supermarket, ANB Cars, Constitutional Club and Colledges Florist; volunteers to check and display the parish owned lighting on the Whitwick Wheel volunteers agreed; the Parish Manager had confirmed connection arrangements to the electrical supply and a secure cabinet being ordered for the parish installation to the new Christmas flagpole lights;
9. Tree Survey – work had been commissioned and unsuccessful companies notified their quotes had been declined; a long and extremely valuable site meeting had been held and members were updated on the process; padlock keys issued to the surveyor to allow temporary access.

### **2673. LAND MATTERS – KING GEORGES V FIELD**

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

#### WHITWICK PARK

- a) the manufacturer had quoted for replacement of the centre post and a new stand bar for the inclusive roundabout a cost of £574.28 but advice on preventing repeat damage was still awaited;
- b) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager*
- c) three new benches had been ordered and an extra fee (recently introduced) had been waived following a firm request by the Admin Assistant;
- d) action points were still outstanding by the Parish Manager and legal advice not yet actioned.

#### PARSONWOOD HILL (part)

- e) no new matters for consideration.

### **2674. LAND MATTERS – EXCEPT KGV LAND**

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

#### **ALLOTMENTS**

- a) no new matters raised;

#### **RECREATION/OPEN SPACES;**

- b) installation of bin by JR Landscaping at Perran Avenue (Hall Lane) had been deferred by the Committee but not yet actioned by the Parish Manager, with a sign to be produced saying 'use the bin';
- c) the accepted quotation for the construction of a new pathway from

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Green Lane to Hermitage play equipment had been notified to the contractor, however an earlier start date could not be accommodated so work was likely to commence in the New Year;

- d) report on potential collapsed drain identified by the County Council to a resident would be circulated when eventually received and the resident had publicly acknowledged the helpfulness of the parish council staff; members thought this was a Severn Trent problem and responsibility;
- e) ideas explored for a daytime community event that would encourage residents/families to walk through Holly Hayes Wood and then use Hilary Crescent playground for a picnic – noted there were opportunities to work in partnership but until a date was agreed no more action or planning to be taken;
- f) members noted the advisory information on riparian responsibility for watercourses through parish land, with some extracts being read at the meeting by the Parish Manager;
- g) update given on other matters: no action taken on legal issue with a boundary matter and a new planning application by a resident had been notified to the parish council; members noted there was a fence within the hedging but the boundary was unclear; weekly playground inspections were being undertaken by a Ranger but must be delivered in a timely manner to the office; the LCC Tree Survey was underway.

## **2675. BUILDINGS MANAGEMENT**

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

### PARK HALL:

- a) update given on a regular hirer at Park Hall,
- b) review of hire regulations was considered;
- c) no new building repairs or maintenance issues;
- d) members suggested that bulbs should be re-planted in external areas;
- e) BT survey for the agreed broadband had failed to honour free installation as quoted, so Supreme IT were to be asked to clarify how this situation had arisen and to seek an alternative and affordable solution for the council;

### COMMUNITY OFFICE:

- f) a better functioning CCTV system with a view of visitors at the door would be helpful (and if based on an IP address it could be viewable on mobile and remote devices and screens); members felt it was important to protect staff/members when at the office with local issues, especially after vitriolic political attacks had happened elsewhere;
- g) no new building repairs or maintenance issues;

### PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- h) the boiler had been serviced at the Old Railway Station and a date set for servicing of the fire extinguishers and for PAT testing (in all council buildings);
- i) no further building repairs and maintenance issues raised.

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**2676. BUDGET RECOMMENDATIONS**

In accordance with Standing Order 4.5.2, members noted the opportunity to provide estimates for 22/23 to the Proper Officer in addition for £10,000 for defibrillators in the parish. **Resolved that two machines should be ordered and locations identified for installation when received.**

**2677. OTHER MATTERS FOR FUTURE AGENDA**

None.

Full signature of Chairman: ..... Date: .....

The meeting terminated at 20.35 pm.

Date of the next meeting: Thursday 2 December 2021 at 7 pm