

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 3 December 2020 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, R Woodward and

Mrs. A Barker, Ms S Colledge [except Item 2337(1)]

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 Two members had frequent connection problems due to poor broadband but a quorum was maintained throughout the meeting.

**2333. APOLOGIES FOR ABSENCE**

None.

**2334. 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 Link Councillor on Leisure Centre Steering Group.

Cllr J Straw declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group and a non-pecuniary interest in Whitwick Historical Group as a member.

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.

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

Ms S Colledge declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a non-pecuniary interest in Item 2337 (projects) as she knew some people connected with these and a pecuniary interest in Item 2337 (1) as related to the person quoting for work and would therefore not vote on that matter.

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

### **2335. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

### **2336. MINUTES**

**Resolved that the minutes of the meeting held on 5 November 2020 be approved and would be signed as a correct record when a date could be arranged at the Office.**

### **2337. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS**

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

- a) **Playground Working Party Report:** no meetings had taken place;
- b) **Bowls Link Councillor:** Cllr Moulton reported, as previously, that the season was over and there were no meetings planned.
- c) **Allotments Link Councillor – Thornborough Road:** Cllr Moulton reported there had been 1 vacant plot and a growing waiting list during the first lockdown. The list had decreased again since. A grant application had been submitted to the parish council.
- d) **Allotments Link Councillor – Walkers Flats:** In response to a question, the Parish Manager said an email had been received about the request to repair potholes in the drive but would check for other updates on the infestation problem thought to be coming from the adjacent public footpath.

### **PROJECTS**

1. As previously delegated to the Parish Manager, the solution to the access issue was clarified and members were in agreement that fitting 4 metal bars to each pillar with a new central upright post, all painted black, would fill the gaps. Cost was £160;
2. Whitwick Park Entrance improvements **–to accept the lowest quotation of £4750 + VAT from RSA Contractors to dig out soil and bushes and remove from site, to lay 9in kerb retainers, to lay 200mm roadstone, to lay 50mm base tarmac and 25mm dense tarmac and to move the entrance signpost. The new pedestrian path would be 1 metre wide; funded by earmarked reserves (code 334) for entrance improvements;**
3. Park Hall Fire Exit disabled access improvement: following acceptance in principle of the quotation from RSA Contractors at the last meeting, a

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

site meeting had been held to clarify the details; **the Parish Manager was delegated to finalise the costing update (still awaited) before confirmation of the allocation of works;**

4. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager; see also Item 2338(c);
5. Installation of Benches throughout the Village – no progress by the Parish Manager;
6. Repairs to the Old Station Building – the pointing of the exterior brickwork and the porch guttering had been started but a spell of dry weather was needed for the chimney work to be done;
7. Installation of the Miners Memorial Seat in front of the Wheel – no progress by the Parish Manager who needed to supply additional information;
8. Park Hall Heating – the new company had attended that day but until a faulty valve was replaced the service could not be done. A new date was awaited for after Christmas when the parts had arrived;
9. Grit Bins – keys would be provided to the Committee Chairman to help with checking levels of salt; **a new grit bin to be placed on parish land at Holly Hayes Road, in a midway location to serve between Birch Avenue and bridge to the City of Dan – the Parish Manager to make arrangements; to request JR Landscaping do the installation and fill from existing stock; in January additional rock salt to be purchased and replacement bin(s) if budget was sufficient;**
10. New Flag Pole – the installation had been completed and one of the three flags was now flying daily; members discussed potential future information signage but the initial sign was being created by the office and displayed using an existing spare noticeboard to go on the gate; the Parish Manager still to contact neighbouring Environment Agency;
11. Memorial Garden in Whitwick Park – **two separate site meetings would be held for the Legion and for the designer and Cllr Moulton hoped to proceed with caution whilst in Tier 3;**
12. Play Areas at Holly Hayes and Hilary Crescent – **Parish Manager to invite a company to meet some members of the Playground Working Party to assess the Hilary Crescent site, as the initial priority, to suggest items of accessible play equipment and benches using the budget and capital funding released by the council; Holly Hayes would be the next priority location due to aging equipment;** the Parish Manager had not yet investigated a fallen gate at the boundary with Holly Hayes wood for possible reinstatement;
13. Fencing for Car Hill Rock – **to accept the lowest quotation of £1623.33 + VAT from SJ Smith Landscape and Tree Services, to supply and install 52 tanalised wooden fence posts, and 90 wooden motorway rails to a finished height of approximately 4 feet working to BS3998 standard; erected 1 metre back from the wall to allow a maintenance strip/avoid any rocks from the wall footing; to leave the site safe and clean. The project to be funded**

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

**by fencing budget (code 4640/460) and pedestrian/vehicle access gates to be agreed and site levelled for safety and aesthetics;** as previously agreed there would be some picnic benches, including some accessibility provision, designs and location to be agreed.

### **2338. 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) the "Why I Love My Park" poster competition was underway and more advertising and promotion would be taking place; a delegated decision taken to cancel the next Park Brew coffee morning on Sunday 20 December with Cllr Collins from 10 am, with the Community Safety focus with Cllr Woodward as the 'champion' and PCSO if available now to be re-scheduled for 31 January 2021; a gazebo was being ordered and the 'sandwich board' had arrived;
- b) potentially hold discussions at the Park Brew event on 28 February to investigate further a possible Street Art project on the skatepark, in conjunction with some of the regular users;
- c) **as a space specifically set aside for a sports purpose under the byelaws, that signs be displayed highlighting that tennis courts are for playing tennis and would be managed as a dog free area;** Ms Colledge offered to print/laminate the signs and the Chairman volunteered to display these;
- d) that the police had successfully evicted trespassers from the park after closing time on two recent occasions;
- e) vandalism had occurred in the vicinity of the park and the neighbour had been asked to report incidents to the police on 101, unless a 999 emergency call was deemed necessary;
- f) the Parish Manager was endeavouring to keep up with the priority tasks and recorded her thanks to members who repeatedly helped with finding information and taking photographs, etc;

#### PARSONWOOD HILL (part)

- g) no other new matters for consideration.

### **2339. 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 solicitor had acknowledged their engagement for taking enforcement action over the boundary infringement at one open space;
- c) that a letter had been sent to a resident about fire lighting at one open

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

space; that a request had been received to purchase football pitches (a recreation facility which the parish council did not offer);

### **2340. BUILDINGS MANAGEMENT**

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

#### PARK HALL:

- a) that a date had been agreed for periodic electrical inspections (on all 4 buildings);
- b) that the new external notice board was being installed to help jointly promote the building and the hirer activities;
- c) that no building or maintenance issues had been raised;
- d) that no external issues had been raised;

#### COMMUNITY OFFICE:

- e) that the Parish Manager would continue to work mostly from home this year; the Community Office would only accommodate visitors by prior arrangement, once the lockdown exit arrangements were clear (Tier 3 had just been announced and was being assessed); new PPE shields had been purchased for all staff;
- f) that no new building repairs or maintenance issues were raised although the arrangements for a window cleaner had fallen through and perhaps an extra hour could be worked each month by the Parish Warden when appointed;

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

- g) that no building or maintenance issues had been raised;

### **2341. OTHER MATTERS FOR FUTURE AGENDA**

The Chairman encouraged members to put ideas forward for consideration – for example, provision of bus shelters in the parish, exploring solar panels for Park Hall, and potential for electric charging station at the Park.

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

The meeting terminated at 8.40 pm.

Date of the next meeting: Thursday 7 January 2021 at 7 pm