

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 October 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

In Attendance:

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

1 member of the public [Item 2265-2268c only]

The Chairman welcomed everyone to the meeting and for the benefit of the attendance register, verbal confirmation was given for the Parish Manager to sign on their behalf.

2260. APOLOGIES FOR ABSENCE

None.

2261. DECLARATIONS OF INTEREST

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.

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 and a non-pecuniary interest in Whitwick Historical Group and Woodstock in Whitwick as a member.

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

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 Walkers Flats Allotment Society as a signatory on some transactions; a non-pecuniary interest in Whitwick Historical Group as a member.

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

2262. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2263. MINUTES

Resolved that the minutes of the meeting held on 3 September 2020 be approved and would be signed as a correct record when a date could be arranged at the Office.

2264. TERMS OF REFERENCE

Resolved that the terms of reference be approved, without any changes required and would be signed when a date could be arranged at the Office.

2265. 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 during the coronavirus pandemic;
- b) Bowls Link Councillor:** Cllr Moulton reported that the season had finished with a curtailed programme, the Green was looking and playing better, with members very happy at the progress made on quality by JR Landscaping. There was no presentation night or AGM planned. Cllr Woodward noted there had been no vandalism to the Green since security and fencing had been improved and the investment in prior years had worked well. There had been 6 new members recruited to the Club.
- c) Allotments Link Councillor – Thornborough Road:** No meetings held or problems reported.
- d) Allotments Link Councillor – Walkers Flats:** No report received.

PROJECTS

1. Whitwick Park Entrance Gates Repaired – job **completed** by NWLDC and insurance claim will be submitted when invoice arrived;
2. Whitwick Park Entrance improvements – comparative quotations still being sought with the need to remove shrubs to create the priority footpath with some flowers as an alternative at a later date;
3. The steps aside Park Hall leading up to the grass area – 2 quotations now being received, with a third site meeting held that morning; 3 replacement + 2 additional bollards were needed and **delegated to the Parish Manager for a decision, after consulting on size, design and price;**
4. New Signage for the Pavilion/Green/Parking/Tennis Courts – the Parish Manager not yet verified the wording due to remote working;
5. Installation of Benches throughout the Village – **outstanding licence from May 2020 to be chased with the County Council;** slab foundations laid as sound base for 3 new benches in the park (vandalised bench to be stripped for spare parts instead of refurbishment);

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

6. Repairs to the Old Station Building – noted the boiler was no longer working as the fan had burnt out and was obsolete, therefore a replacement had to be quickly sought; **the Parish Manager reported quotations of £1795, £1850 and £1920 for a replacement boiler and as the KW output for the cheapest boiler was lower this was declined; the quote for £1850 by Phoenix Plumbing and Heating, a local company, was accepted;**
7. Installation of the Miners Memorial Seat in front of the Wheel – the Parish Manager still needed to send design information to LCC for preliminary consideration; shrubs at the Wheel to be reduced to improve visibility; **dimensions of the lectern needed and Whitwick Historical Group to be asked to assist with wording and pictures of the mining disaster, best location for lectern to be identified;**
8. Park Hall Heating – no update from the Parish Manager;
9. Grit Bins – **volunteers to be asked to have bins checked and ready by 1 November;**
10. New Flag Pole - **to agree installation date with JR Landscaping, following a site meeting and location check (date to be confirmed) and then place order with local company One Stop Promotions as previously agreed;** the Parish Manager still to contact neighbouring Environment Agency;
11. Memorial Garden in Whitwick Park – meetings had not taken place due to coronavirus; **outline details were discussed and members delighted at the thought and design suggestions by resident Jenny Williams; drawings to be obtained and shared, input from members, the Royal British Legion and other residents with potential for a mural if permissions obtained; the Parish Manager to arrange a site meeting for Cllrs Moulton, Straw and Woodward, one Legion representative and Ms Williams (but socially distanced);**

2266. HEALTH & SAFETY ADVISORY SERVICE

Noted the reduced alternative subscription service offered for H&S support for a 5 year contract but declined to accept it.

2267. ANTISOCIAL BEHAVIOUR – DISCUSSION REPORT

Following a considered discussion of the sad indictment that some current behaviour issues were causing, **members resolved that positive engagement continue where possible, that the police advice to purchase a bodycam for the Parish Manager as a lone worker be accepted to deter/record abuse when making onsite visits; that changes to CCTV be considered as a possible option for the park; that the diligent and hardworking Park Rangers always wear their bodycam when working in the parish to give defence to the fake and vexatious allegations being made; to extend the complaints policy to cover responses and importantly protect the parish council from reputational damage; to support locking the park early when**

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

repeated verbal abuse was being given; that the public be encouraged to report incidents to the police by phoning 101; to thank and commend Sgt Dolby for her generous time at a site meeting, really helpful explanations that were given, practical advice/help with proactive plans to work with the parish council and the Rangers in improving safety in Whitwick Park.

2268. 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) no further information received, despite requests, on the incident in the summer with an adder;
- b) at the invitation of the Chairman, Cllr Collins updated members on the "look after our park" campaign, involving children and other park visitors, with the first Park Brew event on Sunday 25 October from 10 am – members commended this initiative as highly valuable;
- c) the explanation from Cllr Collins who had responded to Facebook comments and suggestions by skateboarders from the park for an art project on the ramps; members supported engaging with young people and subject to appropriate risk assessments and PPE safety equipment, hoped it might encourage better behaviour; suggestions of using a mural board as an alternative *if* permission was later granted; mindful of the huge art project at the Railway Station that was vandalised after 6 months; **to explore further the idea of an art project by approaching the leader of a Coalville scheme to meet in Whitwick Park with Cllr Collins, Cllr Barker, Ms Colledge and the skateboarder**; Ms Colledge to make arrangements when possible.
- d) the verbal update from the Parish Manager and the provisional outcome of her investigation into a serious incident in the park that had been reported by a parent to a councillor whose initial assumptions had been unproven; neither the police nor the council were looking at further action, other than to formally report the outcome to the complainant;
- e) that extra playground inspections and safety checks were swiftly undertaken after concerns that vandalism may have been intended; the mobility roundabout had been badly damaged and repairs were being attempted after retrieving broken parts from the shrubs;
- f) that action had been taken after complaints and misunderstandings on agreed maintenance procedures; the Committee expressed their support for staff dealing with time consuming issues and said that only emergency calls should be made to the Parish Manager out of hours – routine matters should be via the office/answer-machine; an appeal would be made for a phone to enable the Parish Manager to hand over the work phone when she was on leave and have an undisturbed break;

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

- g) the offer to the District Council to explore a solution to access wanted by residents (made at the last meeting attended by District Cllr S Gillard) had not yet received a response;

PARSONWOOD HILL (part)

- h) reports of littering and antisocial behaviour occurring sometimes at weekends;
i) no other new matters for consideration.

2269. 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 Memorial Policy be deferred as coronavirus work was delaying the completion of the draft;
c) that a letter be sent notifying the resident of legal action to investigate a significant boundary infringement at one open space and clarify if an easement existed;
d) **that the view of the council was that parish land was not for sale and the Parish Manager to inform the resident who had made an enquiry;**
e) that the Parish Manager had followed up with information to LRALC on potential biodiversity projects that may attract funding, following the recent virtual training that had taken place;

2270. BUILDINGS MANAGEMENT

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

PARK HALL:

- a) no date was yet agreed for periodic electrical inspections due to difficulties in getting companies to quote;
b) that no building or maintenance issues had been raised;
c) that no external issues were raised;
d) that no feedback had been received by the Parish Manager after supplying information on buildings business rates to a councillor;

COMMUNITY OFFICE:

- e) that in line with recent guidance the Parish Manager would continue to work mostly from home; the Community Office could not safely accommodate unexpected members of the public due to restricted size, layout and safety considerations so would remain closed in general;
f) that no building repairs or maintenance issues had been raised but CCTV may need updating;

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

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

g) that the store room doors should be painted and a Radar lock be purchased for the disabled toilet door; new handles to be purchased to replace those vandalised;

2271. OTHER MATTERS FOR FUTURE AGENDA

No new matters raised.

Full signature of Chairman: Date:

The meeting terminated at 8.49 pm.

Date of the next meeting: Thursday 5 November 2020 at 7 pm