

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 10 January 2019 at 7.10 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor R Woodward (Chairman)

Cllrs D Howe and P Moulton

In Attendance:

Mrs. C Tibbles, Parish Manager

No members of the public

838. ELECTION OF CHAIRMAN (This meeting only)

Resolved: Cllr Woodward be elected Chairman for this meeting only.

839. APOLOGIES FOR ABSENCE

Cllr A Barker.

840. DECLARATIONS OF INTEREST

None.

841. PUBLIC QUESTIONS AND ANSWER SESSION

None.

842. MINUTES

Resolved: That the minutes of the meeting held on 8 November 2018 be approved as a correct record.

843. ANNUAL REVIEW – BUILDINGS AND LAND

Members noted the Parish Manager's report on the Health and Safety review with Ellis Whittam specialist, with progress made in some areas but new issues identified for action, although the software upgrade to access information was still awaited with no date scheduled for an action list to become available. The Parish Manager had independently reviewed the Driving for Work Risk Assessment and felt it was valuable to concentrate on updating these documents.

Resolved: budget provision be made for asbestos survey/assessment and legionella assessment of all buildings, with quotes being sought after April; action points were noted; seek alternative contractor to repair the Railway Station post or quote for alternative solution put forward by Ellis Whittam; budget provision for new safety fencing at one open space; fire action notices varied in format and wording but no changes agreed.

844. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) No new repairs and maintenance issues had arisen but the change to the heating programmer had required repeat attendance when the heating failed to switch on;
- b) Noted that relaying of slabs at entrance pathways was commencing the following day, after 3 widely varying quotes had been received. The Parish Manager had accepted the cheapest quote of £425 plus VAT.

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COMMUNITY OFFICE

- c) Noted the new filing cabinet was now in use and the carpets had been cleaned;

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- d) Noted the changes to security measures were nearly complete and the insurance claim would be prepared for submission;
- e) Noted vandalism had taken place in the public toilets on 12 December with damage to pipework;
- f) Vandalism had occurred twice to new fencing in December, which was still not fully installed;
- g) No new repairs and maintenance issues;
- h) Members noted the special mould paint treatment had been applied at the Railway Station, although this would not solve the cause of the damp problem it was hoped that it would be assisted by regular use of central heating;

OTHER MATTERS FOR FUTURE AGENDA

- i) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

845. LAND MATTERS – KING GEORGES FIELD

As trustee of the Whitwick Park (King George's Field) Charity, members resolved that the following actions be taken/noted:

WHITWICK PARK

- a) Members noted the deadline was approaching for the replacement holly hedge to be planted by a neighbour at North Street;
- b) Resolved that in response to a complaint that '5 mph' signs be installed on the drive and car park;**
- c) Resolved that agreement in principle for a composting location to be provided from 1 April with the contractor providing a bin/lid if necessary;**
- d) Resolved to form designs for whitelining to highlight speedbumps, provision of a disabled parking bay by Park Hall entrance door, give way markings adjacent to the island, no parking lines in passing bay and then obtain quotes for this and surface repairs to parts of the driveway;**
- e) Noted the sample wording for car park signage was not available and would be emailed for suggested preferences and then ordered;
- f) Noted that following a complaint, the Parish Manager had investigated the use of pesticides by contractors and found all products and procedures to be in order;

PARSONWOOD HILL

- g) Noted the request by a resident to reconsider their earlier decision about changes to access points. The Parish Manager was asked to explain the restriction of Standing Orders to this request but undertook for the Committee to review facilities and future use of the site, together with any further evidence of motorbike nuisance in 6 months
- h) Noted there was no new information from Western Power Distribution regarding the provisional route outlined for extending the existing underground cables;

846. LAND MATTERS – OTHER LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

- a) Noted that minutes of a recent meeting for Thornborough Road management

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committee had been received and the grant to Walkers Flats Allotments would be checked;

BYELAWS

- b) Noted that no further information had been supplied by NWLDC on the creation of parish byelaws; a report was made of regular dog fouling and the Parish Manager would report the location in Silver Street;

RECREATION/OPEN SPACES

- c) Noted that the triennial tree inspection had commenced but no indication of when the report would be received;
- d) Noted the update on the boundary issue regarding a tree was awaiting the tree inspection report;
- e) Noted that councillors had made a site visit to the resident adjacent to the former parish land (The Dumps) and a helpful explanation given clarifying the limited scope of works being undertaken;
- f) Noted the quotation was still awaited for a valuation charge for two pieces of land and the Parish Manager was asked to contact both residents to confirm if they still wished to proceed and if not any future request would need a new application to be made;
- g) Noted that display of ownership signs on all open spaces was continuing;
- h) **Resolved the Parish Manager to inspect the Hermitage Road play area to establish what progress had been made with repairs to the trip hazard at the edge of the surfacing;**
- i) Noted the positive progress made with preparations by JR Landscaping & Property Maintenance;
- j) Noted that a copy of the 'licence to cultivate' had been submitted to Leicestershire County Council to accompany the 28 day notice that 4 locations of highways land would no longer be maintained by the parish council (as previously instructed by council);

OTHER MATTERS FOR FUTURE AGENDA

- k) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

Full signature of Chairman: **Date:**

The meeting terminated at 8.20 pm.

Date of next meeting: Thursday 14 March 2019 at 10 am.