

**MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 20 JUNE 2019 at 7 pm at Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor M Wyatt (Vice-Chairman)

Cllrs A Barker, P Moulton, L Spence, J Straw, R Woodward

In Attendance:

Mrs C Tibbles, Parish Manager/Responsible Finance Officer

7 Members of the public

Cllr Wyatt opened the meeting saying he needed the meeting to finish by 8.30 pm. Members and public commented on this statement.

**986. APOLOGIES**

Cllrs L Collins, L Gillard, S. Gillard and T Gillard. Cllr T Oldham was absent.

**987. DECLARATIONS OF INTEREST**

Cllr J Straw declared a disclosable non-pecuniary interest in all planning matters regarding the Green Wedge as a member of Whitwick Action Group.

Cllr A Barker declared a disclosable non-pecuniary interest to any item connected with Walkers Flats Allotment Society.

**988. MINUTES**

**Resolved that the minutes of the meeting held on 16 May 2019 be approved as a correct record.**

**989. COMMUNITY POLICING**

With apologies from PSCO Booth who was unable to attend, the Parish Manager reported the crime figures supplied: 3 criminal damage, 2 road traffic collisions, 3 thefts (low level), 5 burglaries (some linked, in hand or filed pending further investigation). The Parish Manager hoped that new Beat Surgery dates could be arranged and these would be publicised via the police and parish council websites when known.

**990. PUBLIC QUESTION AND ANSWER SESSION**

A member of the public commended the council's previous tender process for the Grounds Maintenance contract that achieved a future saving of £48,000 but was seriously concerned to hear the new council might want to return to the District Council for this work. Cllr Woodward responded that his priority would be to maintain community facilities for the good price that had been agreed. A member of the public hoped that all councillors would attend meetings to show the council the respect that it was due and asked if the Vice-Chairman was serving as a parish councillor for the first time. The Vice Chairman confirmed this was correct. A member of the public had just observed someone breaching the park fencing and was concerned of the impact on security by this. Cllr Barker (as Chairman of the Property Management and General Purposes Committee) replied the council was aware of openings that had been forced

in the fence and as a cost-saving measure Stephenson College had been approached to consider working in partnership to rectify boundary fencing damage. It was unfortunate that progress had not been made. Cllr Moulton added that there was potential to include the fencing repairs with other improvement projects being considered for the entrances to Whitwick park. A member of the public, supported by others, stated that the reason for their attendance at meetings was to hear what parish councillors thought and asked that the Vice Chairman should not restrict that because all councillors' views should be heard fully.

The Parish Manager reported that a member of the public who was unable to attend the meeting had volunteered to join a working party if one was set up to research Vehicle Activated Signs.

### **991. INDUCTION, TRAINING AND FUTURE PLANNING**

#### **Resolved:**

- a) noted that the induction meeting scheduled for 6 June was cancelled due to low numbers and re-arranged for 4 July to be held jointly with the full council Visioning Review, attendance currently confirmed by 2 new members, 1 apology, 3 replies awaited, 4 re-elected members confirmed with 1 reply awaited. Cllr Woodward said he was disappointed the 6 June training was cancelled as he had made specific plans to reserve that evening;
- b) **that a Code of Conduct training session be provided by NWLDC Legal Services for the whole council as no councillors had booked a place on the list of dates provided at the last meeting;**
- c) invitation to attend NALC Annual Conference on 28 October was noted;

Agenda item for the July meeting would be the Skills Audit and assessment of shortfall in knowledge.

### **992. FUTURE OF HERMITAGE LEISURE CENTRE**

Latest information could be found on the NWLDC website:  
[https://www.nwleics.gov.uk/pages/leisure\\_centres\\_project](https://www.nwleics.gov.uk/pages/leisure_centres_project).

### **993. GRANT APPLICATIONS**

A representative of Woodstock in Whitwick was present and was invited to speak in support of the application. In 17 years of Woodstock, £90,650 had been donated to local organisations and although not unique, it was rare for support to be given to individuals as well as organisations. They aimed to continue with community events for the village and the current fundraising target was to purchase disabled friendly play equipment. Questions were asked regarding Whitwick Park, their successful ability to obtain grants, ethos for making donations and scope of geographical area considered.

#### **Resolved that the applications for £250 be approved:**

- a) **for Hall Lane Methodist Church towards cost of improving disabled access in car park and surfacing;**
- b) **for Woodstock in Whitwick towards cost of providing community events to encourage cohesion and community spirit and raise money for local causes.**

### **994. ANNUAL PARISH MEETING.**

No proposals put forward for consideration.

#### **995. INTERNAL AUDIT 2018/19**

**Resolved:**

- a) to receive and accept the summary report by Richard Willcocks of Redwood Pryor, the Council's appointed Internal Auditor, for the year to 31 March 2019, particularly noting the audit opinion was GOOD. The two recommendations and one opportunity for improvement had been implemented; the Parish Manager confirmed that the signed copies of all Committee Terms of Reference were retained with the Minute Book but unsigned copies were shown on the website;
- b) to receive and accept the separately issued Internal Audit Checklist;
- c) that the Annual Internal Audit Report 2018/19 statement, part of the Annual Governance and Accountability Return be approved

No instructions were issued to staff for changes and no errors detected in the report.

#### **996. CIVIC PROTOCOLS**

Resolved to approve the request of the District Council for the parish to accommodate hosting a book of condolence in the event of the death of any senior member of the royal family or other significant person. It was noted that conditions would apply and support of members may be required to accommodate additional office (or Park Hall) opening hours.

#### **997. CHRISTMAS LIGHTING SCHEME 2019**

Resolved that the Parish Council should proceed with running a lighting scheme for local businesses but a review to take place of the design and participation options. Appointment of a Lead Councillor was needed to replace Cllr Moulton, with the same person using their contacts for the Christmas Tree and Christmas Events. This was deferred to the next meeting. Cllr Straw thanked Cllr Moulton and the businesses that had worked over the past two years to bring Christmas Lights to Whitwick. A provisional reservation had been made for the solar powered trees, as before, but the continued cost of this rental scheme was a concern to some businesses.

#### **998. PARISH PROJECTS**

**Resolved that:**

- a) the projects the council were committed to undertake were reviewed and agreed as listed below;
- b) having identified budgets/reserves, some members volunteered as follows -
  1. provision of Vehicle Activated Signs (£5000 budget) - led by new Project Working Party (Cllrs Barker, Moulton, Woodward and resident Mr A Dyke);
  2. provision of street benches (part completed with 1 installed on parish land and 2 ordered from £633 earmarked reserves) – no volunteer appointed;
  3. provision of Grit Bins (part completed with 6 ordered from £2100 earmarked reserves) and 3 locations on parish land agreed, 3 highways locations to be identified, requested and approved - Cllr Wyatt to be link councillor;
  4. Playground review and upgrades (no budget provision identified) - led by new Playground Working Party (Cllrs Barker, Collins, Moulton and Woodward) and liaising with local children and youths;

5. Flood Action Plan (draft commenced but local volunteers needed) - Cllr Woodward to be link councillor;
  6. Website re-design (£3500 budget for maintenance and re-build) to fulfil legal compliance required by September 2020 with research needed into comparative 'good practice' sites - Cllr Spence to be link councillor;
  7. provision of Parish Christmas Lighting Scheme/Christmas Tree and Christmas Events – appointment of link councillor deferred to next meeting;
  8. Visioning Outcomes and Plan – full council to meet and discuss on 4 July;
  9. Civic Protocols and flagpole (possibly Council Projects earmarked reserves £385/ Community Events budget £2000 but donations possible) own parish plan to be drafted in absence of information withheld by other agencies, quotes required - Cllr Spence to be link councillor;
  10. Whitwick Park entrance safety improvements (£10000 Park Entrance Improvements budget, supplemented by Capital Projects earmarked reserves if needed) to include pedestrian path, drive repairs and white lining of speed bumps/parking, extra disabled parking, Hall emergency exit improvements and access to grass – led by PMGP Committee;
  11. Local Council Award Scheme – quality council mark for Whitwick Parish Council based on standards being achieved and criteria met – no link councillor appointed;
  12. Provision of defibrillators extended in the village (funding required) – Cllrs Barker and Woodward to be link councillors.
- c) Projects were not formally prioritised but those without link councillors may not be progressed as quickly.

#### **999. APPOINTMENT OF WORKING PARTIES/LINK COUNCILLORS**

Resolved:

- a) to appoint Project Working Parties as detailed in 998 (b) 1
- b) to appoint Link Councillors to support the Parish Manager as detailed in 998 (b) 3,5,6,9 and 12
- c) to appoint Playground Working Party as detailed in 998 (b) 4, to review current playground equipment and provision on parish land, meet and consult with children and the wider community on future needs, explore grant funding and potential improvements, make recommendations to the PMGP Committee, prior to consideration by council. Date and venue for first meeting to be agreed.
- d) to appoint Cllr Moulton to be Link Councillor for the Whitwick Historical Group, supported (or deputised) by Cllr Woodward when necessary.

#### **1000. FINANCIAL MATTERS**

Resolved to review the existing bank mandate with CCLA account for the purpose of deposits/withdrawals to the Unity Trust current account and retain the four signatories appointed as Cllrs Barker, Moulton, Woodward and the Parish Manager.

#### **1001. ANNUAL GOVERNANCE STATEMENT FOR 2018/2019**

Members were requested to complete the Section 1 of the Annual Governance Statement to 31 March 2019 (copy previously circulated). The Vice-Chairman read the questions aloud and it was the responsibility of the Council as a whole

to answer the questions contained in the form. Resolved: that questions 1 to 8 be answered 'yes' and that question 9 be answered 'not applicable'.

#### **1002. ANNUAL ACCOUNTING STATEMENTS FOR 2018/2019**

Members were requested to approve Section 2 of the Accounting Statement for 2018/19 prior to submission to the External Auditor Return (copy previously circulated). Resolved: that the Accounting Statement 2018/19 be approved. Thanks were expressed to the Parish Manager for her accounting work in the past 12 months and production of the year end accounts.

#### **1003. PARISH COUNCIL BYELAWS**

Members noted the public consultation had been advertised in the press, on noticeboards, the playgrounds and some open spaces, commencing on 10 June and closing at 1 pm on Monday 15 July. The outcomes would be considered at the next council meeting.

#### **1004. CONSULTATION – HERITAGE ASSETS AND RECREATIONAL BUILDINGS** **Resolved:**

- a) to support the draft list of recreational buildings that North West Leicestershire District Council believed made a special contribution to architectural and historic interest (Palace Community Centre (Ibstock), Former Rex Cinema, Palace Bingo Hall, Constitutional Club and Charles Booth Centre (Thringstone)).
- b) to support the view that the Whitwick War Memorial (located in the Churchyard of St John the Baptist Church) had special architectural or historic interest.

A member of the public asked that the Cemetery Lodge and Lychgate also be nominated to be listed. With the support of members, the Parish Manager undertook, under delegated powers, to make this request to the District Council.

#### **1005. NOTICE OF MOTION**

Resolved, with 1 abstention, that Ms S Colledge be appointed as a non-councillor member of the Property Management and General Purposes Committee, in line with the Local Government Act 1972, Section 102(3) and outlined in the report and advice, with the powers and duties as clarified.

#### **1006. TERMS OF REFERENCE**

The Parish Manager advised that in light of the last resolution, the draft terms of reference under consideration should be amended to reflect non-councillor membership. Following discussion, it was resolved to accept the terms of reference with the amendment on line 3 to read “There are 4 members, plus 2 non-councillors, appointed by council.”

#### **1007. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE**

Members noted the minutes of the PMGP Committee meetings held on 23 May and 7 June and the delegated decisions taken.

#### **1008. DISTRICT COUNCILLORS' REPORTS**

After expressing opposing views, members explained to the Vice-Chairman that any District Councillor in attendance was invited to report to the parish on District matters that were relevant or useful for Whitwick. As District Cllr Everitt was present at the Minutes 2019-06-20 Chairman's Initials.....

meeting, members confirmed they wished to invite him to make a report. Cllr Everitt reported the annual meeting of the District Council had been held on 21 May and outlined the current political breakdown after the elections. A new Chairman had been elected and Cllr Blunt was re-elected as Leader. A motion had been passed on modern day slavery which potentially affected all of us as we used businesses, services and had neighbours. The next meeting would be held the following Tuesday with a motion being proposed on green issues. The Vice-Chairman declined to give a report as he was attending this meeting only in his capacity of a parish councillor. Cllr Straw felt that the parish council should not be about politics but about what was right for Whitwick. The Vice-Chairman replied he was ashamed at the last meeting and had felt most uncomfortable with the political and aggressive atmosphere. Cllr Spence thanked District Cllr Everitt for his report and highlighted the problems prevalent in some nail bars and car washes. He encouraged use of a "Safe Car Wash" app that let you submit information to a survey.

The Parish Manager read a report submitted by Cllr T Gillard for the Holly Hayes, Thornborough and Hermitage wards: "In the first 5 weeks of the new civic term all 3 of the District Councillors had attended the Annual District Council meeting which appointed members to the various council committees and also elected Cllr John Bridges as Chairman of the council for the following civic year. In addition to council duties we have also been dealing with residents case work."

Representative reports had also been submitted as follows: "Whitwick Quarry Liaison Committee had met and been informed that there is a real possibility that the Quarry will re-open and commence extracting stone either at the end of the year or certainly at the start of 2020. The quarry had planning permission in place. A further meeting of the committee is planned for October where further information will be available on their future plans."

"Cllr T Gillard had attended a special meeting of the Thornborough Road Allotment Society on Saturday 8 June regarding evicting a member of the allotments and action was unanimously agreed, with the plot holder being informed. Cllr L Gillard had visited Walkers Flats Allotment Group and met the Chairman, who had requested the District Council remove the notice board that was no longer required. Cllr L Gillard had arranged this. Further discussions were on-going regarding the access drive being re-surfaced."

### **1009. COUNTY COUNCILLOR'S REPORT**

The Parish Manager read a report submitted by Cllr T Gillard "The annual meeting took place in May and Cllr Pam Possnett was elected Chairman of the Council. His case work included road safety measures to Charley Road crossroads following a series of road traffic accidents, including a resident of Whitwick. He had presented a petition to Cllr Blake Pain, the lead member for Highways and a further meeting was planned at County Hall on 5 July. He had attended a further meeting at County Hall as a member of the Health Overview Scrutiny committee, Adult and Communities Scrutiny Committee, Planning Committee (DCRB). In addition, he had met with Highways Officers, planning officers and Cabinet members to discuss issues relating to Whitwick Division in the first t weeks of the civic year."

### **1010. PLANNING MATTERS**

**a) The Council had been consulted by NWLDC on the following applications and it was resolved that no objections be raised:**

**REF 19/00832/FUL:- 21 Hall Lane – Amended Re-submission of Single storey side** (deadline extended to 21 June)

**REF 19/00871/FUL - 7 Perran Avenue - Single storey rear extension** (deadline extended to 21 June)

**REF 19/00992/CLP: - 36 Mossdale - Certificate of proposed lawful development for the erection of a single storey side extension** (deadline for reply 21 June)

**REF 19/00992/FUL – 36 Mossdale - Erection of a single storey side extension** (deadline for reply 1 July)

**REF 19/01047/PDNLHE: - 63 Rosslyn Road - Erection of a single-storey rear extension measuring 5.1 metres in length from the rear wall of the original dwelling house, a maximum eaves height of 2.245 metres and a maximum ridge height of 3.468 metres** (deadline for reply 27 June)

**REF 19/01074/FUL: - 346 Hall Lane - Erection of two storey side extension and single storey rear extension**

The Parish Manager reported that **REF 19/00808/CLE: 274 Church Lane - Certificate of lawful existing use of land as residential curtilage** had an earlier deadline so, following consultation of members, a response had been submitted under delegated powers, raising concerns on the following points:

The parish council has not been approached by any neighbours to the property but were aware that some objections existed as the site was currently a wildlife habitat; asking if the site was located in the green Wedge? (Covered by policy S3 Countryside – unfortunately it is difficult to see such fine detail on the Local Plan.); if it was Green Wedge the parish council would want to object to any plans to develop the site; We understand that there are ponds and wildlife habitats and feel they should be protected; The land has not been known locally or recognised by some people as agricultural; This application is not to build a development, although we understand that neighbours are concerned that further application may follow; Objections like highways, flooding etc are really only valid for specific building site so not a factor for the parish council to raise currently; We are unsure if pre-application advice has been sought but hope the case officer may potentially provide useful background information to the District Council Planning Committee if recommendations were given; The parish council were aware that if there is protection by policy S3 Countryside, it is not a robust policy to stop building and in some circumstances does allow for development; As the documents show the land has been a garden before and used for personal purposes, the green environment and natural habitat has a positive impact on everyone in that area; It would be a great shame if this land were to developed and part of the green wedge diminished; However due to the size of the site, there would be strong concerns if it were to be used for business purposes in the future. The parish council was unsure if there had been a previous application for a container to be sited there.

## **b) Decisions**

NWLDC have now **approved** the following applications:

TPO 477 - 86 Leicester Road Whitwick

REF 19/00632/FUL: 9 Church Lane - Change of use of land to residential curtilage (retrospective)

REF 19/00712/FUL: 33 North Street - First floor extension to rear and alterations including pitched roof to existing porch and pitched roof to existing flat roof side projection

REF 19/00764/FUL: - 103 Loughborough Road - Change of use to mixed residential and office/studio operating from existing outbuilding

REF 19/00795/FUL:- 104 Talbot Street - Erection of a detached double garage

**NWLDC have now refused** the following applications:

REF 19/00649/OUT: 7 Grove Road - Erection of a detached dwelling with associated off-street car parking and vehicular access (outline - all matters reserved)

### **1011. PARISH MANAGER'S REPORT AND MATTERS PENDING**

Members noted the report, together with the updated list of outstanding council action points and the special printing of the new 'Public Rights Of Way' map for the Community Office. Cllr Woodward said that although the Parish Manager had been employed full-time since April and there had been a small increase to the hours worked by the Administrative Assistant, both staff were at the extreme limit to their working, with District Council misdirecting enquiries becoming a burden. Cllr Moulton urged members to offer their assistance, for example by researching projects and finding information that was needed.

### **1012. FINANCE AND ACCOUNTS FOR PAYMENT**

**Resolved that:**

- a) the income of £25,396.97 received since the last meeting be noted;
- b) the latest payment list and retrospective salary payments of £23,434.30 be approved, with the insurance premium invoice also to be paid before 1 July;**
- c) the latest income and expenditure report for 2019/20 be noted;
- d) the bank balances at last month end were noted as Unity current a/c £196,934.63; Unity Deposit a/c £12,150.33 and CCLA Public Sector Deposit Fund £145,000;
- e) to agree a transfer of up to £100,000 to the Deposit Account, with a transfer of up to £40,000 being deposited with CCLA to reduce the balance in the current account in July, subject to review by the Responsible Finance Officer when cashflow had been re-assessed.**

Prior to the Vice-Chairman closing the meeting, Cllr Woodward stated that in 22 years as a District Councillor and 8 years at the Parish Council, he had never been required to conduct business within a stipulated timescale.

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

The meeting terminated at 8.36 pm.

*Date of next council meeting: Thursday 18 July 2019 at 7 pm*