



Website: www.whitwickpc.org.uk

Restrictions apply on capacity in the building for public seating

12th October 2023

To: The Chair and Members of Whitwick Parish Council

(Cllrs A Barker, A Briers, P Casson, S Colledge, L Collins, T Gillard, A Greenwood, P Moulton, A Roach, R Woodward, M Wyatt)

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00 pm on Thursday 19th October 2023** at **Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB** for the purpose of transacting the following items of business.

Yours faithfully

Tracey McLean
Acting Parish Manager

AGENDA	
3371	APOLOGIES FOR ABSENCE
	<i>Members instructions are required.</i>
3372	DECLARATIONS OF INTEREST
	To receive declarations of interest in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'registerable interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).
3373	MINUTES
	To approve the minutes of the meeting on 21st September 2023.

	<i>Members instructions are requested.</i>
3374	COMMUNITY POLICING
	Attendance at meeting by local PCSO Emma Ramsay or to note the current report (if available). The next Beat Surgeries will take place at the Community Office on: Tuesday 28 th November 2023, Saturday 16 th December 2023 both at 11.00 am - 12.00 Noon.
3375	PUBLIC QUESTION AND ANSWER SESSION
3376	COMMUNITY PROJECTS
	a) Vehicle Activated Signs (VAS) – the production of data from the last location has been circulated and published at https://whitwickpc.org.uk/news/ signs were moved to the next location (Leicester Road) on 6 th October 2023.
	<i>Members instructions are requested.</i>
3377	THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE
	An ongoing update report had been requested previously by the Parish Council from District Council.
	<i>Members to note the information or members instructions are requested.</i>
3378	MEMBERS HIGHWAY FUND – SCHEME TO INSTALL BOLLARDS ON SKINNERS LANE
	A proposed scheme to install three new bollards on Skinners Lane. Leicestershire County Council (LCC) will fund the purchase and installation via the Members Highway Fund (MHF). Cllr Gillard to provide an update on the scheme for members.
	<i>Members instructions are requested.</i>
3379	GRANT APPLICATION
	An application had been received from Whitwick Historical Group requesting £250 towards costs to commemorate the 40 th Anniversary of the Whitwick Heritage Group. The community event will focus on Whitwick’s Pubs and Clubs – A Way of Life. Grant requested to cover the cost of room hire, advertising, printing and refreshments. Project cost is £350.00 (see attached information).

	<i>Members' instructions are requested</i>
3380	EVENTS 2023
	Members to note/consider:
	a) Remembrance Parade – Sunday 12th November 2023 – Update to be provided on first aid cover and invitations sent to dignitaries.
	b) Woodstock Christmas Event – Sunday 10th December 2023 – Update to be provided.
	<i>Members instructions are requested</i>
3381	PLANNING & LICENSING MATTERS
	a) Applications – The Council has been consulted by NWLDC on the following applications;
	REF: 23/01234/TPO – The Forest Rock Offices, Leicester Road – Crown raise up to 5m of overhanging on various chestnut and lime trees and removal of deadwood Deadline 16 th October 2023 – Deadline extension applied for
	REF: 23/01236/FUL – 20 Hall Lane, Whitwick – Erection of first floor rear extension – Deadline 16th October 2023 – Deadline extended to 20th October 2023
	REF: 23/01202/LBC – Whitwick Day Nursery, Market Place, Whitwick Internal alterations and installation of mechanical extractor fans – Deadline 10th October 2023 – Deadline extension applied for – Deadline agreed – 20th October
	REF: 23/01200/FUL – 122 Hermitage Road, Whitwick – Widening of an existing vehicular access and formation of a new hardstanding – Deadline 30th October 2023
	REF: 23/01277/OUTM – Demolition of nos. 137 and 139 Church Lane and the redevelopment of the site to provide 15 dwellings with associated works (outline, means of access, layout and scale for approval) – Deadline 30th October 2023
	b) Decisions by NWLDC who have now approved the following applications;
	REF: 23/00946/FUL – 149 Loughborough Road – Formation of a vehicular access – Permitted 14th September 2023

	c) For information:
	REF: 23/01093/TPO – Birch House, 25 Silver Street – Works to 1 No. Common Ash Tree (protected by TPO) – Deadline 13th September (Deadline extension requested – no reply) –REFUSED 4th October 2023
	TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78
	Site Address: 7 Grove Road, Whitwick, Coalville, Leicestershire
	Description of development: Erection of up to 2 no. bungalows (outline - access for approval)
	Application reference: 22/01222/OUT
	Appellant's name: Mr R Cross
	Appeal reference: APP/G2435/W/23/3328502
	Appeal start date: 19 September 2023
	Icon Tower Innovative Solutions -pre-planning application consultation for a mobile phone base station installation at lec0004, land at Glebe Farm, Glebe Lane, Coalville, Leicestershire, LE67 4EN NGR: E443358, N314569)
	Proposed installation of a 25m lattice tower comprising up to 6 no antennas and up to 2 no 600mm dishes together with up to 6 no ground based cabinets, 1 no meter cabinet and ancillary development to include compound fencing and access gate.
	<i>Members instructions are requested</i>
3382	PROCUREMENT & TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT
	Deadline for the return of tenders was Friday 13 th October 2023. Request from Acting Parish Manager for member volunteers to assist with grounds maintenance tender evaluation process.
	<i>Members instructions are requested.</i>
3383	STAFFING COMMITTEE (INCLUDING VACANCY)
	a) Members to receive the minutes of the Committee meeting held on 7th August 2023 (see attached).
	b) Member to be appointed to the Staffing Committee, following Cllr Woodward's resignation. [NB As all members agreed to serve as a reserve member, committee can function with Cllrs Moulton, Wyatt and a reserve member].
	<i>Members to note the information/instructions requested</i>

3384	PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE
	Members to receive the minutes of the Committee meeting held on 7th September 2023 (see attached).
	<i>Members to note the information.</i>
3385	GRACE DIEU BROOK – ONGOING PROBLEMS
	Complaints received from several residents who had experienced problems with sewerage overflow due to heavy rainfall in the middle of September.
3386	DISTRICT COUNCILLORS’ REPORTS
3387	COUNTY COUNCILLOR’S REPORT
3388	ACCOUNTS FOR PAYMENT & FINANCE
	<ul style="list-style-type: none"> a) Details of income received for the month of September to be tabled at the meeting; b) Details of payments made for the month of September, including salaries, to be tabled; c) Details of latest income and expenditure account to note the latest income and expenditure account for 2023/24 and the summary of earmarked reserves at 30 September 2022 to be tabled; d) to note the latest bank balances as at 30th September 2023 - Unity current a/c £59,111.39, Unity Deposit a/c £12,502.64, and CCLA Public Sector Deposit Fund £225,000.00.
	<i>Members instructions are requested.</i>
3389	EXCLUSION OF PUBLIC & PRESS
	Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.
	<i>Members instructions are required.</i>
3390	RECRUITMENT OF PARISH MANAGER – UPDATE TO BE PROVIDED
	Update to be provided by Staffing Committee on progress of recruitment process.

	<i>Members instructions are requested.</i>
	DATE OF NEXT MEETING
	Thursday 16 th November 2023 at 7.00 pm



Website: www.whitwickpc.org.uk

MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday 21st September 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor S Colledge (Chair)

Cllrs A Barker, A Briers, P Casson, L Collins, T Gillard [*Items 3337 - 3357*], P Moulton, A Roach, R Woodward, M Wyatt

In Attendance:

Tracey McLean, Acting Parish Manager

2 members of the public

Before the meeting commenced, the Chair informed members that the order of the agenda would change slightly. Items 3359 and 3360 would be taken after Item 3345. Members of the public and the Acting Parish Manager would be asked to withdraw from the meeting for Item 3360 and a confidential discussion would take place.

		ACTION
3337	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllr Greenwood.	
3338	DECLARATIONS OF INTEREST	
	Cllr Briers had nothing to declare.	
	Cllr Wyatt declared a registerable interest in all matters relating to North West Leicestershire District Council.	
	Cllr Casson had nothing to declare.	
	Cllr Moulton declared a registrable interest in Whitwick Historical Group as Link Councillor and a member, a registrable interest in Whitwick Bowls Club as a Link Councillor and a member, a registrable interest in Thornborough Road Allotment Society as a Link Councillor, a	

	registrable interest in Walkers Flats Allotments as a Link Councillor, a registrable interest in Whitwick Action Group as a member and all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods a registrable interest as a member of Whitwick Historical Group and a registrable interest in the Quarry Liaison Group.	
	Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member (and Ashby), a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest and registerable interest as a member of Woodstock in Whitwick Committee, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site and a registerable interest as a point of contact for Meadow Barn View.	
	Cllr Barker declared a registerable interest in any matters relating to North West Leicestershire District Council, a registrable interest as a member of Quarry Liaison Group, Director of Holly Hayes Woods, a member of Whitwick Historical Society and a registerable interest as a signatory at Walkers Flats Allotment Group.	
	Cllr Gillard declared a registerable interest in any matters relating to North West Leicestershire District Council and Leicestershire County Council as a member.	
	Cllr Collins declared a registerable interest as a trustee member of Whitwick Historical Group.	
	Cllr Roach declared a pecuniary interest in Item 3345 Grant Application for Woodstock in Whitwick.	
3339	MINUTES	
	Minutes of the meeting held on 15th June 2023 to be amended: Item 3297 – Events 2023, d) Woodstock Christmas Event – Date should read ' <i>Sunday 10th December 2023</i> '; Item - 3303 – MHF bench to be sited on <u>Holly Hayes Road</u> and <i>not</i> Birch Avenue; Item 3303 – St Andrew's Church funding should read to <i>rebuild the wall</i> ; Item 3303 – money to install grit <i>BINS</i> . Once minutes were amended, members RESOLVED: that the minutes be approved as a correct record.	

	<p>Minutes of the extraordinary meeting held on 20th July 2023 to be amended: Item 3312 – repair required as a matter of urgency to <u>sprinkler NOT sprinkler system</u>.</p> <p>Once minutes were amended, members RESOLVED: that the minutes be approved as a correct record.</p>	
3340	COMMUNITY POLICING	
	<p>Members noted that PCSO Aimee Carney was unavailable to attend the meeting and a current report was unavailable. Dates for the next Beat Surgeries at the Community Office would take place on: Saturday 14th October, Tuesday 28th November and Saturday 16th December, 11.00 am – 12.00 Noon.</p>	
3341	PUBLIC QUESTION AND ANSWER SESSION	
	<p>A resident raised a concern relating to the bench to be provided at the bottom of Holly Hayes Road and said that providing seating might exacerbate the problem of drug dealing that took place around that area. The Chair confirmed that she was aware of the problems and the siting of the bench would be discussed at a future Property Management and General Purposes Committee Meeting.</p>	
3342	COMMUNITY PROJECTS	
	<p>a) Vehicle Activated Signs (VAS) – the production of data from the last location had been circulated and published at https://whitwickpc.org.uk/news/ signs were moved to the next location (Hall Lane) on 8th September 2023. Members noted that there had been a couple of occasions recently when downloading of the data had failed (due to the device) and only partial data had been retrieved (relating to Loughborough Road). Cllr Barker volunteered to assist with the data download on the next VAS changeover.</p>	
3343	THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE	
	<p>Cllr Barker informed members that £25,000 had been set aside for an access road to the new site.</p>	
3344	MEMBERS HIGHWAY FUND – SCHEME TO INSTALL BOLLARDS ON SKINNERS LANE	

	Members noted that a proposed scheme to install three new bollards on Skinners Lane had been put forward by Leicestershire County Council (LCC). LCC would fund the purchase and installation via the Members High Fund (MHF). Once installed the Parish would have full responsibility for all ongoing maintenance of the bollards and LCC would have no responsibility for them. Cllr Gillard confirmed that he would contact LCC for additional relevant information and report back to members. Members RESOLVED: that this item would be moved forward to the next agenda for further discussion.	
3345	GRANT APPLICATION	
	Cllrs Colledge and Roach withdrew from the meeting at 7.29 pm.	
	Cllr Moul, as Vice-Chair took this item. Members RESOLVED: that a grant of £250.00 be awarded retrospectively to Woodstock in Whitwick, towards the cost of the event.	
	Cllrs Colledge and Roach returned to the meeting at 7.30 pm.	
3359	EXCLUSION OF PUBLIC AND PRESS	
	Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest be reason of the confidential nature of the business to be transacted.	
3360	RECRUITMENT OF PARISH MANAGER AND FUTURE OF WHITWICK PARISH COUNCIL	
	The Acting Parish Manager and members of the public withdrew from the meeting for this item at 7.31 pm. Cllr Collins nominated to scribe for this item.	
	The Chair advised members that the Staffing Committee look at options and make recommendations. These recommendations must come before full council for members to vote on them and resolve which options would be accepted. Quotations for work involved in recruitment had been received from NWLDC - £400.00 and LRALC - £800.00 Members RESOLVED: to accept the quotation provided by NWLDC Members RESOLVED: to advertise the Parish Manager position at 30 hours per week . Deputy Parish Manager to continue at 22.5 hours	

	<p>per week, time and salary saved to be utilised to provide 25 hours for Parish Admin position. Votes FOR = 7 Votes AGAINST = 3</p> <p>Councillor Woodward informed members that he would be resigning from the Staffing Committee with immediate effect.</p>	
	The Acting Parish Manager and members of the public returned to the meeting at 8.25 pm	
3346	EVENTS 2023	
	<p>a) Seed Sowing Event to commemorate the King's Coronation – Members RESOLVED: that a date to be agreed in October 2023 or April 2024 for local children to be invited to a 'wildflower seed sowing session' to take place at Car Hill Rock. Member volunteers requested to attend the session.</p>	
	<p>b) Remembrance Parade – Sunday 12th November 2023 – The Acting Parish Manager and RBL Link Councillor had met with the RBL representative on 16th August 2023. Plans were now underway with the church service taking place at 2.30 pm; Leicestershire 4 x 4 Response Team had confirmed their attendance and would assist with road closures on the day; road closure request and associated paperwork had been forwarded to LCC before the closing date of 15th September; Parade Master contacted with regard to the band; member volunteers requested for 'poppies on lamp posts'. Members RESOLVED: that enquiries to be made with St John's Ambulance/Search and Rescue for first aid cover on the day.</p> <p>Members RESOLVED: that invites to be sent to the Lord Lieutenant of Leicestershire, local MP, Chief Executive, Chairman and all District Councillors at North West Leicestershire District Council, local County Councillor and Mike Read representing Whitwick Scout Group.</p> <p>Members RESOLVED: that a discussion at a future meeting would need to take place relating to the organisation, running of the Remembrance Parade event and 'who will do what' going forward. To also consider how many Parish Council staff hours have being spent on the planning and preparation of this year's event.</p> <p>The Chair requested that condolences from all members of Whitwick Parish Council be passed onto the Royal British Legion</p>	

	on the passing of Ray Griffiths who had been the well-respected president of the Whitwick branch for many years.	
	c) Woodstock Christmas Event – Sunday 10th December 2023 - To take place at the The Black Horse in Whitwick.	
	d) Woodstock in Whitwick Event – Saturday 19th August 2023 – Very successful event and approximately £7,000 was raised for charity. Cheque presentation to take place on 20th January 2024 at Constitutional Club, Whitwick.	
3347	PLANNING AND LICENSING MATTERS	
	a) Applications – The Council had been consulted by NWLDC on the following applications:	
	<p>REF: 23/00677/NCU – Sunnyside, Church Lane - Demolition of existing farmhouse and erection of 3 new two-storey dwellings including altered access off Church Lane without complying with condition 2 of planning permission reference 22/00366/FUL to include alterations to the layout to provide easement to an on-site sewer – (Deadline – 2 July 2023)</p> <p>REF: 23/00764/FUL – 36 Coverdale - Erection of single and two storey rear extension and pitched roof over garage and porch to replace existing flat roof – (Deadline 20th July)(Deadline extended to 21st July)</p> <p>REF: 23/00960/T28 – Notice of Intention to Install Telecoms Apparatus - 9M medium Wooden Pole outside The Weaving Mill, Church Lane – Registered 26 July/Decision Date: 27 July 2023</p> <p>REF: 23/00783/FUL – 47 Peterfield Rd – Erection of a single-storey side/rear extension and alterations – Deadline 3rd August</p> <p>REF: 23/00946/FUL – 149 Loughborough Rd, Whitwick – Formation of a vehicular access – Deadline 17th August - Cllrs contacted to ask for comments before meeting of 21st September</p> <p>REF: APP/G2435/W/23/3320501 – Town & Country Planning Act 1990 Appeal Under Section 78 – Proposed site of Swan Lake Lodges, Spring Lane, Swannington – Appeal start date: 1st August 2023. All representations must be received by 5 September 2023</p> <p>REF: 23/01093/TPO – Birch House, 25 Silver Street – Works to 1 No. Common Ash Tree (protected by TPO) – Deadline 13th September (Deadline extension requested – no reply)</p>	

	<p>REF: 23/01110/FUL – 141 Hermitage Road, Whitwick – Erection of single storey rear extension – Deadline 21st September 2023 – Deadline extended to 22nd September RESOLVED: that no objections be made</p> <p>REF: 23/01150/FUL – 36 Bonchurch Rd, Whitwick – Demolish existing garage and single storey side extension and build two storey angled side extension - (Deadline 27th September) RESOLVED: that no objections be made</p>	
	<p>b) Decisions by NWLDC who had now approved the following applications:</p>	
	<p>REF:23/00524/FUL – 24 Ashford Road, Whitwick - Erection of two storey & single storey rear extension and extension to front porch – (Deadline – 25th May 2023)- Permission granted 9th June 2023</p> <p>REF: 23/00462/LBC – Whitwick Day Nursery, Market Place – Internal alterations, demolition and rebuilding of side boundary wall and installation of mechanical extract fans – Deadline 13th June – (Deadline extension granted until 16th June) Permitted – 19th June 2023</p> <p>REF: 23/00575/FUL – 87 St Bernards Road -Erection of single storey side and rear extension – (Deadline 7th June) (Deadline extension applied for) Permission granted 22nd June 2023</p> <p>REF: 23/00361/FUL (Resubmission of 22/01495/FUL) – 2 Torrington Avenue – Erection of a two storey side extension – Deadline 15th May – Extension applied for – Permission granted 29th June</p> <p>REF: 23/00677/VCU – Sunnyside, Church Lane – Demolition of existing farmhouse and erection of 3 new two-storey dwellings – Permitted 19th July</p> <p>REF: 22/01366/OUT – 86 Leicester Road, Whitwick - Erection of five no. three bedroom dwellings (outline access and layout included) at– Permitted 20th July 2023</p> <p>REF: 23/00774/FUL – 2 Wakefield Drive, Whitwick – Enlargement and alterations to roof including raised ridge height, side gables and rear dormer to facilitate loft conversion – (Deadline 14th July) (Deadline extension applied granted until 21st July) – Permission granted 3rd August</p>	

	<p>REF: 23/00096/FUL & 23/00801/NMA – 296 Hall Lane – Erection of single storey side/rear extension and single storey front extension (porch) – (Deadline 22 February) Non material amendment to planning permission to allow for an increase in depth to the single storey side/rear extension Permitted 10th August 2023</p> <p>23/00785/FUL 12 Holly Hayes Road – Demolition of existing rear extension and erection of a new single-storey rear extension – Deadline 19th July – (Deadline extended to 21st July) – Permission granted 10th August 2023</p> <p>REF: 23/00634/FUL – St Catherine Villa, Oaks Road – Demolition of existing dwelling and erection of replacement dwelling and associated works – (Deadline 12 July) Deadline extended to 21st July 2023 – Permitted 31st August 2023</p> <p>REF: 23/00764/FUL – 36 Coverdale, Whitwick, Leics – Erection of single and two storey side and rear extensions and pitched roof over garage and porch to replace existing flat roof – Deadline 5th September - Permitted 31st August 2023</p> <p>REF: 23/00950/TPO – The White House, 1 Loughborough Rd, Whitwick – Fell 1. No Cedar Tree (protected by TPO) – Deadline 18th August – Cllrs contacted to ask for comments before meeting of 21st September Permitted 12th September 2023.</p>	
	c) For information:	
	<p>REF: 23/00687/CLP – 198 Leicester Road – Certificate of Lawful Proposed Use for single storey rear extension – REFUSED 1ST AUGUST -FOR INFORMATION ONLY</p>	
3348	SAFEGUARDING POLICY	
	Members RESOLVED: that the Safeguarding Policy template published by Leicestershire and district councils be adopted to help the Parish Council review their safeguarding arrangements.	
3349	PROCUREMENT & TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT	
	Cllrs Barker and Woodward had met with the Acting Parish Manager on several occasions recently to peruse and prepare the grounds maintenance document in readiness for advertising. The contract had been uploaded to government websites 'Find a Tender' and 'Contracts Finder' by the Acting Parish Manager and the contract and	

	advert had been uploaded to the Council's website meeting the deadline date of 8 th September 2023. The Chair on behalf of Members thanked Cllrs Barker, Woodward and the Acting Parish Manager for the work that had been undertaken to meet the deadline for the procurement and tender process.	
3350	PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE	
	Members noted that the minutes of the PMGP Committee meeting held on 3 rd May 2023 be received.	
	Cllr Barker confirmed that a discussion had taken place during the committee meeting relating to the siting of a bench on Holly Hayes Road.	
3351	STAFFING COMMITTEE TERMS OF REFERENCE	
	The Staffing Committee met on 7 th August 2023 and recommended that the Terms of Reference be amended as follows: <ul style="list-style-type: none"> • Election of Chair of Staffing Committee to take place at the first meeting of the Committee each year (and not decided at the Annual Meeting as in previous years) • Protected characteristics to be updated and to include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation Members RESOLVED: that Staffing Committee terms of reference be updated as detailed above.	
3352	REVIEW OF COUNCIL MEETINGS CALENDAR	
	Members RESOLVED: to trial bi-monthly council meetings; it would be decided on a month by month basis if an extraordinary meeting would be required to discuss/resolve legal items, e.g decisions to be made with regard to staffing, grounds maintenance and finance, etc. Monthly meetings to resume if it was found necessary. Votes FOR: Seven; Votes AGAINST: 3	
3353	COMMUNITY OFFICE CLOSURE – XMAS 2023	
	Members RESOLVED: that the Community Office would close for the Christmas period on Wednesday 27 th , Thursday 28 th and Friday 29 th December.	
3354	WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS	

	No items to discuss dealt with during PMGP Committee Meeting under Item 3251	
3355	DISTRICT COUNCILLORS' REPORTS	
	Cllr Barker reported that there had been problems in the past with the demolishing of the building at the side of Whitwick Historical Group. Cllr Barker confirmed that he had been assured that some action would take place in the new year.	
	Cllr Barker reported that overgrown trees surrounding the 'old bookies' on North Street had been cut back, trees had been checked for TPO's. Cllr Moulton reported that the building had now been sold; work at Marlborough Square in Coalville was due to commence soon.	
	Cllr Wyatt reported that that work on the Eco Park would commence soon.	
3356	COUNTY COUNCILLOR'S REPORT	
	Cllr Gillard reported that land on Leicester Road had now been put up for sale. Cllr Gillard confirmed that £2,500 of funding would be made available from Members Highway Fund for purchase of extra posts for VAS.	
3357	ACTING PARISH MANAGER'S REPORT	
	<ul style="list-style-type: none"> A query had been received from a resident with regard to blasting at the quarry. Members RESOLVED: that Cllr Woodward on behalf of the Parish Liaison Committee would liaise with the resident. 	
	<ul style="list-style-type: none"> A complaint had been received from a resident with regard to the Woodstock in Whitwick event (complaint received before the event took place). Cllr Colledge confirmed that a leaflet drop had taken place before the event; traffic cones had been obtained and volunteers had coned off all driveways, to avoid any drives being blocked; free shuttle bus had been provided from Market Place to the Man Within Compass; professional security guards had been on duty; a community police officer and an off duty police officer had been in attendance at the event; noise had been directed away from residents and the event finished before time and within the terms of the licensing conditions. There had been no reports of anti-social behaviour. 	

	<ul style="list-style-type: none"> Code of Conduct Training – Members noted that a further on-line session had been provided by NWLDC for those members who had been unable to attend the previous session in person. 	
	<ul style="list-style-type: none"> Skillsgate – Members noted that there had been a slight delay in rolling out the scheme to parish and town councillors as NWLDC had been tailoring the packages to be more targeted towards parishes rather than the district. 	
	<ul style="list-style-type: none"> Voluntary, Community & Social Enterprise Alliance (VCSE Alliance) - Members RESOLVED: to become a VCSE Alliance member. Acting Parish Manager to complete necessary registration form. 	TM
3358	ACCOUNTS FOR PAYMENT & FINANCE	
	Members noted:	
	<ul style="list-style-type: none"> Internal audit paperwork had now been corrected, signed by the Chair and sent to Moores auditors. 	
	<p>a) Details of income received for the month of August had been tabled at the meeting, including details of VAT refund amount of £42,525.79;</p> <p>b) Details of payments made for the month of September, including salaries, were tabled at the meeting;</p> <p>c) Details of latest income and expenditure account for 2023/24 and the summary of earmarked reserves at 31 August 2023 were tabled at the meeting;</p> <p>d) the latest bank balances as at 31st August 2023 - Unity current a/c £77,462.97, Unity Deposit a/c £12,418.30, and CCLA Public Sector Deposit Fund £225,000.00.</p>	
	DATE OF NEXT MEETING	
	Thursday 19 th October 2023 at 7.00 pm	
	The Chair terminated the meeting at 9.20 pm	
	FULL SIGNATURE OF CHAIR: DATE:	

Cllr Colledge left the meeting for Item 3345 at 7.29 pm and returned at 7.30 pm
Cllr Gillard left the meeting at 8.59 pm
Cllr Roach left the meeting for Item 3345 at 7.29 pm and returned at 7.30 pm
Acting Parish Manager left the meeting at 7.31 pm for Item 3360 and returned at 8.25 pm

GRANT AID APPLICATION**WHITWICK PARISH COUNCIL**

Please allow at least 6 weeks for your application to be considered.

Name of organisation or group:	Whitwick Historical Group
What are the aims and objectives of your organisation or group?	Our aim is to preserve and record images, artefacts and documents associated with the history of Whitwick that will benefit and educate future generations. Our objectives are to promote the advancement of public education in the study and research of the local heritage of Whitwick and district.
When was your organisation or group established?	1983
Is your organisation a Registered Charity?	Yes (Reg.No. 519887)
Does your organisation or group have a constitution? If so, please provide a copy.	Yes Copy previously provided.
Does your organisation or group have a bank account? If so, please provide a copy of the latest bank statement?	Yes
If your organisation or group doesn't have a constitution or bank account, please explain why (eg you are a new organisation or group being formed).	N/A
Briefly explain what you want to use the grant for? (Continue on separate sheet if necessary)	To cover the cost of room hire, advertising and printing and refreshments for our event to commemorate the 40 th Anniversary of the Whitwick Heritage Group. This will be a community event focusing on Whitwick's Pubs and Clubs – A Way of Life and taking place at the Methodist Chapel, Hall Lane, (near the Market Place).
Who will benefit? Will this include residents of Whitwick?	People with an interest in Whitwick's heritage. It will provide an opportunity for villagers to meet up and reminisce on the past.
What is the total cost of the project or activity?	£350

RECEIVED


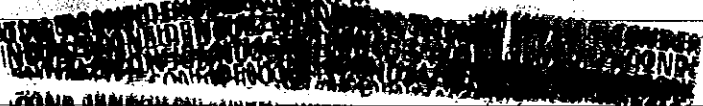

25 SEP 2023

How much are you asking the Parish Council for? (Up to £250)	£250
---	------

C:\Users\Clerk\Dropbox\Templates\Grant Aid Application v2 WPC.docx

GRANT AID APPLICATION

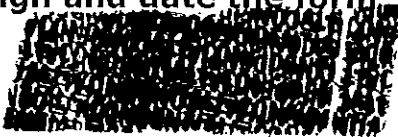
WHITWICK PARISH COUNCIL

How will you raise the difference?	From our resources
When do you expect to complete your project or activity?	14 October 2023
Contact name:	
Position within organisation:	Chair
Address:	The Old Station North Street Whitwick
Postcode:	LE67 5HA
Email:	
Phone number:	
If you are successful who should the cheque be payable to?	Whitwick Historical Group

If you wish, please include any additional comments in support of your application.

For 40 years the Group has been looking after photographs, documents and artifacts relating to Whitwick so this is a significant anniversary. It is also an opportunity to celebrate the community of Whitwick.

Please sign and date the form

Signed 

Date 16, 9, 23



Website: www.whitwickpc.org.uk

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

MINUTES of the STAFFING COMMITTEE OF WHITWICK PARISH COUNCIL held on Monday 7TH August 2023 at 5.30 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor R Woodward (Chairman)
Cllrs P Moulton, M Wyatt, S Colledge (reserve member able to attend)

In Attendance
Tracey McLean, Acting Parish Manager

No members of the public

		ACTION
3316	ELECTION OF COMMITTEE CHAIRMAN	
	RESOLVED: to elect Cllr R Woodward as Chairman of the Committee for the remainder of the Civic year.	
3317	APOLOGIES FOR ABSENCE	
	None.	
3318	DECLARATIONS OF INTEREST	
	<p>Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group and as a member of Whitwick Quarry Liaison group.</p> <p>Cllr Wyatt declared a registerable interest in all matters relating to planning and North West Leicestershire District Council.</p> <p>Cllr Moulton declared a registerable interest in all matters relating to North West Leicestershire District Council, a registerable interest in Whitwick Historical Group as a Link Councillor and a member, a registerable interest in Whitwick Bowls Club as Link Councillor and as a member, a registerable interest as a member of Whitwick Action Group, a registerable interest as Link Councillor for Thornborough Road Allotments Society and a registerable interest as Link Councillor or Walker Flats Allotments Society.</p>	

	Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member, a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest in (certain items) and registerable interest as a member of Woodstock in Whitwick committee, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site and a registerable interest as a point of contact for Meadow Barn View.	
3319	PUBLIC QUESTIONS AND ANSWER SESSION	
	None.	
3320	MINUTES	
	RESOLVED: that the minutes of the meeting held on 10 th November 2022 be approved as a correct record.	
3321	TERMS OF REFERENCE	
	The Acting Parish Manager read the Terms of Reference aloud for the benefit of members. RESOLVED: that Terms of Reference be amended as follows: <ul style="list-style-type: none"> • Election of Chair of Staffing Committee to be made at the first meeting of the Committee each year. • Protected characteristics to be updated and to include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation 	
3322	EXCLUSION OF PRESS AND PUBLIC	
	RESOLVED: That having regard to the confidential nature of the business to be transacted and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.	
	No public present	
3323	STAFF MATTERS	

	RESOLVED: that a recommendation be put to the parish council that an outside body be consulted to look at the present office working hours and to provide recommendations.	
	RESOLVED: that a recommendation be put to the parish council that North West Leicestershire District Council (NWLDC) be contacted to request their assistance with the recruitment process for a Parish Manager. Cllr Woodward to be the Parish Council point of contact for NWLDC. Each stage of the recruitment process to be taken to Council meeting for approval by all members.	
	Cllr Wyatt left the meeting at 6.20 pm. The meeting remained quorate as Cllr Colledge had attended as a reserve member.	
	RESOLVED: that a recommendation be put to the parish council that the Acting Parish Manager attend Budgeting for Clerks and Finance Staff on Thursday 14 th September 2023 through the Parkinson Partnership via LRALC.	

Cllr Wyatt left at 6.20 pm

FULL SIGNATURE OF CHAIRMAN:DATE:

The meeting terminated at 6.25 pm

Date of next meetings:

Property Management & General Purposes Committee:

Thursday 7th September 2023 at 7.00 pm

Council Meeting:

Thursday 21st September 2023 at 7.00 pm



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

MINUTES of the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 7th September 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs A Briers, S Colledge, P Moulton, R Woodward

Mrs A Barker, Mrs J McNeice

In Attendance:

Mrs T McLean, Acting Parish Manager

1 member of public present

		ACTION
3324	ELECTION OF CHAIRMAN	
	RESOLVED: That Cllr A Barker be elected as Chairman of the Committee for the Civic Year 2023/2024.	
3325	ELECTION OF VICE-CHAIRMAN	
	RESOLVED: That Cllr P Moulton be elected as Vice-Chairman of the Committee for the Civic Year 2023/2024.	
3326	APOLOGIES FOR ABSENCE	
	None.	
3327	DECLARATIONS OF INTEREST	
	Cllr A Briers had nothing to declare.	
	Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as a Link Councillor and a member; a registerable interest in matters regarding Whitwick Bowls Club as Link Councillor and a member; a registerable interest as Link Councillor for	

	<p>Thornborough Road Allotment Society; a registerable interest as Link Councillor for Walker Flats Allotments; all matters relating to NWLDC as a Ward Member for Thornborough; registerable interest as a member of Whitwick Action Group.</p> <p>Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods, as a member of Whitwick Historical Group and as a member of Friends of Thringstone.</p> <p>Cllr A Barker declared a registerable interest in all matters relating to NWLDC for Hermitage Ward as a District Councillor; registerable interest as a Director of Holly Hayes Wood and as a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</p> <p>Cllr S Colledge declared a registerable interest in the Whitwick and Ashby branches of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; a registerable interest in Friends of Thringstone as a member; issues relating to planning and the green wedge as a member of Whitwick Action Group; a supporter and member of Coalville C.A.N; a registerable interest as a member of Woodstock in Whitwick; a registerable interest as a point of contact for Meadow Barn View; a potential disclosable interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.</p> <p>Mrs J McNeice had nothing to declare.</p> <p>Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.</p>	
3328	MINUTES	
	<p>It was RESOLVED that the minutes from the meeting held on Thursday 3rd May 2023 be approved as a correct record.</p>	
3329	PUBLIC QUESTION AND ANSWER SESSION	
	<ul style="list-style-type: none"> Cllr Wyatt as the Community Portfolio Holder at North West Leicestershire District Council wished to commend Whitwick Parish Council for the way in which they had turned the parks into all inclusive areas, providing equipment for all to use. He said that they had done a wonderful job, especially at Hilary Crescent and should be truly commended. He added that it 	

	would allow North West Leicestershire District Council to change their policy and to mirror what Whitwick had done.	
	Cllrs thanked Cllr Wyatt and said that they were very proud of the work that had been achieved.	
	<ul style="list-style-type: none"> • Councillors noted that a resident had made a suggestion to the Council to consider setting aside some areas for the creation of wild flower meadows. • Councillors noted that Central England Co-op had enquired as to who the guardian was for the defibrillator that is installed on the outside of the store in Whitwick Market Place. Councillors confirmed that the present defib is actually owned and provided by the Co-op themselves. This was installed following removal of Whitwick Parish Council's defib at the request of the Co-op. 	
3330	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Acting Parish Manager confirmed that quotations are still being obtained for 2 no. pussy willow, 2 no. rowan and 2 no. strawberry trees (all two metres in height), stakes and security mesh to be included in the quotations. When order placed, trees to be delivered October/November 2023. 	TM
	<ul style="list-style-type: none"> • Whitwick Park – Dead Tree – The tree had been felled on 28th July. 	
3331	PARISH WARDEN REPORT	
	A report was provided for councillor's perusal. Many of the issues had been dealt with; several remaining items highlighted on this agenda.	
3332	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	Cllr Moulton informed everyone that an end of season committee meeting would be held in the near future. Permission from NWLDC for large summerhouse had been granted. All plots are currently taken with a small waiting list in place.	
	b) Allotments Link Councillor – Walker Flats – Update:	
	Cllr Moulton informed everyone that an AGM had taken place at the end of July. Following a discussion, councillors confirmed that the purpose of the committee was to run the allotment society and plot holders should speak to members of the committee if they needed to raise any issues. A councillor recommended that the allotment society should have a grievance policy/procedure put in place.	

	PROJECTS:	
	<i>The Acting Parish Manager provided an update/information on the following:</i>	
	<ul style="list-style-type: none"> • Eco-Bollard – The Acting Parish Manager had written to Intecso to state that in its current format, the bollard is not fully portable and does not suit our requirements. Cllr Wyatt asked the Acting Parish Manager to provide contact details for company representatives at Intecso and said that he would approach the company to enquire further as to how a portable bollard could be provided for the parish. 	MW
	<ul style="list-style-type: none"> • A3 Car Parking Signs – This project is currently on the action list but on hold due to time constraints. It had been discussed during perusal of the current grounds maintenance contract that the park should remain open until 9.00 pm from May – August and new signage would need to reflect the change in opening/closing times. Existing signage at the entrance to the park would also need to be amended 	TM
	<ul style="list-style-type: none"> • Memorial Arch – This project is currently on the action list but on hold due to time constraints. Two firm quotations had been obtained and a third company were unable to provide assistance with the project or provide a quotation. 	TM
	<ul style="list-style-type: none"> • Provision of Memorial Tree in Memorial Garden – Acting Parish Manager to contact parish preferred contractor for him to source wood to form the basis of a memorial tree. 	TM
	<ul style="list-style-type: none"> • LCC Grit Bin Provision – As part of the Members Highway Fund (MHF) grit bins to be provided at Whitwick St Bernard’s Road/Leicester Road junctions x 2, George Street/Hall Lane junction x 1, Hogarth Road/Leicester Road x 1. A consultation with residents had recently taken place. Paperwork to now be completed and forwarded to LCC. • Application for UKSPF grant to fund broadband at Park Hall – The Acting Parish Manager had completed and forwarded an application to NWLDC, further information to be supplied by the Acting Parish Manager. A further quotation to provide broadband at Park Hall was also being sought. • Members Highway Fund – Funding Received – Members noted that an approximate amount of £4,000 had been received into the parish bank account. It was suggested that the money could be used to fund two replacement benches near to the kebab 	TM TM

	<ul style="list-style-type: none"> • Delivery of trees expected November 2023 – A delivery of 420 trees is expected in November. It had been previously resolved that the majority of trees would be planted at Carhill Rock. Grounds maintenance contractor to be notified to ensure planting included in their work schedule. • Provision of CCTV – The Acting Parish Manager had been contacted by Paul Collett from NWLDC to discuss the possible provision of CCTV in Whitwick Park. Members RESOLVED: to invite Mr Collett to the next future PMPG Committee Meeting. 	
3333	LAND MATTERS – KING GEORGE’S FIELD	
	<i>N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council</i>	
	Members noted/ resolved:	
	Whitwick Park	
	<ul style="list-style-type: none"> • Toilet Doors – This project is currently on the action list and on hold due to time constraints. Quotations for work to be carried out, to be sought as soon as possible. 	TM
	<ul style="list-style-type: none"> • Bowls Green – leak to irrigation system. Leaking system had been repaired but one sprinkler is still not working. An engineer who would be in the vicinity of Whitwick Park in the next few days had been instructed to carry out an investigation to the problem and provide a report. 	
	<ul style="list-style-type: none"> • Peter Hurst Memorial Bench – The Acting Parish Manager had received a request from the Bowls Club for the bench to be re-sited and moved from the far end of the green to in front of the clubhouse, where it was felt that it would get more use. Members RESOLVED: that although they were happy for the bench to be moved, they did not think that this was a good use of parishioners’ money and were not prepared to fund the re-siting of the bench. 	
	<ul style="list-style-type: none"> • Issues with anti-social behaviour – Members noted that a resident had reported a number of rowdy and raucous people in the park on a regular basis between the hours of 9.00 pm and 1.00 pm. The local PCSO had been informed. 	
	<ul style="list-style-type: none"> • Potholes on Park driveway – Members RESOLVED: for Acting Parish Manager to instruct ground maintenance contractor to reinforce the drive with tarmac. 	TM

	<ul style="list-style-type: none"> • Stores door damaged – Members noted that the damaged store door had been made good temporarily. 	
3334	LAND MATTERS – EXCEPT KGV LAND	
	PARSONWOOD HILL RECREATION GROUND	
	<ul style="list-style-type: none"> • Consideration for re-siting of access to recreation ground – Members discussed the suggestion to consider moving the entrance to the field from Loughborough Road to the far corner on Parsonwood Hill. Members RESOLVED: that re-siting of the entrance should be placed on the action list for further discussion at a future meeting. 	TM
	<ul style="list-style-type: none"> • Line markings on field for school annual sports day – Members RESOLVED: that they were happy for the school to continue to use the field free of charge for sports day events, but under <u>no circumstances</u> should line markings be <i>burnt</i> onto the grass and forbade the school to do so. 	
	ALLOTMENTS	
	<ul style="list-style-type: none"> • Walkers Flats & Thornborough Road Allotments Society Management Agreements - 	
	The Acting Parish Manager informed members that Management Agreements for both sites needed to be updated as soon as possible and would be placed on the action list as a matter of urgency.	TM
	<ul style="list-style-type: none"> • TRAS – Tree overhanging allotment plot and main road - 	
	The Acting Parish Manager informed members that branches from a large tree on the site had fallen onto an allotment holders plot. The tree was also overhanging the road and needed to be cut back. Members RESOLVED: for the Acting Parish Manager to seek the advice of the parish preferred contractor for advice and remedial work to be carried out as necessary.	TM
	<ul style="list-style-type: none"> • TRAS – Mains Water Supply 	
	The Acting Parish Manager informed members that the TRAS Secretary had communicated that they could no longer afford the cost of keeping a mains water supply on the allotment site and a decision had been made to terminate the supply. Members	

	<p>RESOLVED: that as the Parish Council is the account holder, the Acting Parish Manager be instructed to make the necessary arrangements to cancel the water supply as soon as possible.</p>	<p>TM</p>
	<p>RECREATION/OPEN SPACES</p>	
	<ul style="list-style-type: none"> • Crumbling stone wall on Castle Street – The Acting Parish Manager attempted to ascertain who was responsible for the upkeep of the wall. Members suggested that it was the Highways Department at Leicestershire County Council. The Acting Parish Manager said that she would also consult with the Parish Warden to investigate further. • Holland Close – Consideration was given for the use of anti-vandal paint on the 2m high railings that run along the boundary of the private property nearest to the Park. Members RESOLVED: to apply anti-vandal paint to the railings. <p>A large overgrown bush growing near to the sub-station, had been identified as being on private land and is not within parish jurisdiction. There is some confusion as to who the land belongs to. Members RESOLVED: that National Grid/Western Power should be contacted to ascertain who the land belonged to.</p> • Howe Road – report of rotted knee railing – A resident had reported issues with several areas of knee railing on Howe Road. The Parish Warden had investigated and said that the knee railing was not currently in need of replacement. Members RESOLVED: to uphold the decision of the Parish Warden and the knee railing would not be replaced at the present time. • Thornborough Road- Damaged knee railing – Members noted that three damaged wooden rails and 2 damaged wooden posts were in need of replacement. Members RESOLVED: that as rails and posts were not on parish land and were not maintained by Whitwick Parish Council no further action was necessary. • Footpath behind Tressall Road – Standing Water – The Acting Parish Manager confirmed that the last update was received from Leicestershire County Council on 23rd August 2023. Site visits had been carried out to identify access arrangements and ticket would be raised and released as soon as possible. • Padlock replacement for all sites – Members had previously resolved to purchase a complete new set of padlocks. The Acting Parish Manager recommended that padlocks should now be changed when the new grounds maintenance contract was in place. 	<p>TM</p> <p>TM</p> <p>TM</p>

	<p>Members RESOLVED: to accept the recommendation of the Acting Parish Manager.</p> <ul style="list-style-type: none"> • Planter on Oaks Road – Members noted that a resident had raised a query relating to the planter not being planted up. The grounds maintenance company had been instructed to investigate and they confirmed that the planter had been planted up as usual. • Grit bins – provision of shovels and padlocks – Members RESOLVED: that the grit bins should remain locked until mid-November when they would be re-filled with grit. • Green Lane – damaged fence panel – Members noted that the Council’s insurer’s had advised that they would be unable to assist because the cost of the repairs fall below the third party property damage excess which is £500.00. Members RESOLVED: that as the claim was not upheld by the Council’s insurers, no payment would be made on this occasion. 	TM
3335	BUILDINGS’ MANAGEMENT	
	Park Hall	
	<ul style="list-style-type: none"> • Gents’ Toilet – Members noted that the faulty light had been replaced. A recommendation by the contractor had been made to eventually replace all lights with LED fittings. 	
	<ul style="list-style-type: none"> • Disabled toilet, problem with flush on toilet – Members noted that this has now been rectified and a loose tap had also been attended to at the same time. Members were dismayed at the amount charged for the work carried out. Members RESOLVED: that the parish preferred contractor would be removed from the parish list. 	TM
	<ul style="list-style-type: none"> • Request by hirer for blinds for windows in the main hall – Members noted that a hirer was unable to use the screen and projector on very bright days and had asked if blinds could be provided for the windows and doors. Following a brief discussion members RESOLVED: that blinds would not be provided. 	
	<ul style="list-style-type: none"> • Vandalised bin – Members noted that the base slab had been completely destroyed and was currently being looked at by the grounds maintenance contractor. 	
	<ul style="list-style-type: none"> • Well Pump – Members RESOLVED: that the well pump could be serviced by the caretaker. 	

	COMMUNITY OFFICE	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Members noted that one quotation had been received for work relating to damp problem. A further quotation was currently awaited. • Door Alarm – Members noted that the door alarm had been serviced and the code changed. Member keyholders and the police had been informed of the change of access code. 	TM
	<ul style="list-style-type: none"> • Office Keys – Members noted that Cllr Moulton had temporarily been provided with a set of office keys in case of emergencies. Members RESOLVED: that to support good working practice, Cllr Moulton should retain a set of keys. 	
	<ul style="list-style-type: none"> • Repair required to emergency office light – The Acting Parish Manager informed members there was a problem with the emergency light. Members RESOLVED: that Cllr Moulton would look at the light and repair as necessary. 	PM
	PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION	
	OLD RAILWAY STATION	
	<ul style="list-style-type: none"> • Guttering to be cleared at rear of building – Members noted that moisture was coming into the building from the uncleared gutter and corner brick section and bricks need re-bedding. Members RESOLVED: to accept the quotation of £320 already obtained for the work and contractor to be instructed to carry out the repair. 	TM
	<ul style="list-style-type: none"> • Roof tile – Members noted that work was carried out to roof tile in Acting Parish Manager's absence due to the urgency of the work to be carried out. 	
	<ul style="list-style-type: none"> • Problem with drain – Members noted that a foul smell was being experienced by staff at Whitwick Historical Society. Severn Trent had made an initial visit to look at the non-return valve sticking and also came out to service it on 16th August, with no issues found. 	
	PAVILION	
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Members noted that the Acting Parish Manager was still looking into the possibility of installation of SMART meters at Park Hall and the Pavilion. 	TM

	<ul style="list-style-type: none"> • Storage of mower – Members noted that the mower was no longer being stored in the pavilion. 	
3336	OTHER MATTERS FOR FUTURE AGENDA	
	<ul style="list-style-type: none"> • Community Payback in the People Zone – Members noted that the Acting Parish Manager had received an email from James O-Connell at Leicestershire Police. They are hoping to get some collaborative small scale bespoke projects underway (People Zones will directly fund). Members RESOLVED: to give further thought to a future project. 	
<p>Full signature of Chairman: Date:</p>		
<p>The Chairman closed the meeting at 9.30 pm</p>		