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31 March 2022

To: The Chairman and Members of the Property Management and General Purposes Committee

(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **7.00 pm on Thursday, 7 April 2022** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads 'Cathy Tibbles'.

Cathy Tibbles, PSLCC
Parish Manager

*Members of the public are welcome to attend and observe the meeting.
Questions may be asked only under the public questions item if matters fall
within the remit of the Committee.*

2827. APOLOGIES FOR ABSENCE

2828. DECLARATIONS OF INTEREST

To receive declarations of interests 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 'disclosable non-pecuniary 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).

2829. MINUTES.

To approve the minutes of the previous meeting held on 3 March (see enclosed). To defer approval of the minutes of the previous meetings held

on 7 October, 4 November and 2 December 2021 as they have not yet been written.

Members' instructions are requested.

2830. PUBLIC QUESTION AND ANSWER SESSION

2831. UPDATE FROM THE PARISH WARDEN

To hear from the Parish Warden on the work undertaken recently, including how the new weekly visits are scheduled and the referral system being set up. Also, to discuss what future plans may entail.

Members' instructions are requested.

2832. TREE MAINTENANCE

Members to note:

- a) Parish Manager met with Tindle Tree Care and resident regarding mature Oak tree in Whitwick Park and mutually agreed scale of crown reduction required, scheduled to take place in May when other tree work is being done as recommended in the surveys;
- b) Meeting date for the Environment Working Party to be mutually agreed to meet with surveyor to agree planting;

Members' instructions are requested.

2833. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Bowls Link Councillor – Update required;
- b) Allotments Link Councillor- Update required;
- c) Allotments Link Councillor – Walkers Flats – Update required;

PROJECTS

1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;
2. Quotes and design required for memorial plaque;
3. Park Hall Heating installation – operating instructions are being compiled by the office, in consultation with staff;
4. Memorial Garden in Whitwick Park – Update required on next phase being planned– initial work on pathway installation is complete ;
5. Seasonal Lighting – Members to look at available grants and lighting options at their next working party meeting; standardised letter to be sent out to businesses once scheme agreed;

Members' instructions are requested, with agreement on any matters to refer to Council.

2834. LAND MATTERS – KING GEORGES FIELD

NB When acting as a charity trustee it must always put the interests of the

charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

WHITWICK PARK

- a) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager;*
- b) Memorial Bench – This had now been installed – project complete;
- c) Update on Whitwick Park Toilets, ASB and security patrols to deter vandalism – instructions requested
- d) New fencing – JR Landscaping and DKH to provide quotation for extra fencing to better secure the park.
- e) Jitty Gate – DKH had re-welded the gate post and gates re-opened to the public on 22 March.
- f) Request for 2 x litter bins
- g) Request for goal/climbing nets on 2 goal mouths
- h) Request for gaps to be filled alongside main entrance path
- i) progress update by the Deputy Parish Manager on land matters and items previously agreed for action;

PARSONWOOD HILL (part)

- j) no other new matters for consideration;

2835. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating and also consider:

ALLOTMENTS

- a) Thornborough Road Allotment Society – Update required

RECREATION/OPEN SPACES

- b) Playground Improvements – No start date yet provided for commencement of work at playground sites at Holly Hayes and Hermitage/Green;
- c) Green Lane – Update to be provided;
- d) Flooding problem at WPC.011, report from LCC on potential collapsed storm drain still awaited (information to follow when available or site meeting to be arranged);
- e) Covid Memorial bench and tree – Nothing further to report – awaiting installation date from NWLDC ;
- f) Car Hill Rock – Update to be provided
- g) Hilary Crescent: extension of footpath/installation of entrance restrictor to Holly Hayes Wood ;
- h) Footpath at Holly Hayes/Rosslyn Road – Update to be provided
- i) Progress update by the Parish Manager on land matters previously agreed for action; Grit bin for The Elms had not been progressed due to workload;
- j) Resident request at The Elms – Asking to plant some wild flowers and re-paint the chair and horse seat;
- k) Resident has offered to donate 40 oak tree saplings to the parish – discussion required;
- l) Hanging Baskets – Meadow Barn offering hanging baskets for sale and for potential purchase by parish council, subject to consents;

Members' instructions are requested.

2836. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating and also consider:

PARK HALL:

- a) Hire regulations currently being reviewed and amended. Revised draft document to be circulated when available;
- b) Caretakers still to paint the edging of the slabbed areas outside Park Hall as waiting for milder weather to avoid the frost;
- c) Review caretaker extra cleans
- d) Hirer had made a suggestion for ~~soundproofing~~ acoustic improvements to Hall, grant application could be invited
- e) Tay Play – Email enquiry from a party company to use Park Hall;
- f) Community Noticeboards;

COMMUNITY OFFICE:

- g) Plumber had relocated sink tap;
- h) review of building repairs and maintenance issues – Additional keys had now been issued to the neighbourhood police team,

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- i) Old Railway Station – electrical certificates had been received for all council buildings, but not yet checked;
- j) review of building repairs and maintenance issues – Parish Manager has received quotation for Radar Keys,

Members' instructions are requested.

2837. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other land matters for consideration at the next meeting.

Members' instructions are requested.

Date of next meeting: Thursday 5 May 2022 at 7 pm

N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

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 3 March 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, S Colledge and R Woodward

Mrs. A Barker, Mr T Gee

In Attendance:

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

Mrs Tracey McLean, Deputy Parish Manager (Minute Taker)

No members of the public.

A statement on respect and civility was read prior to the start of the meeting.

2837. APOLOGIES FOR ABSENCE

Apologies received from Cllr Straw.

2838. DECLARATIONS OF INTEREST

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

Cllr R Woodward declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

Cllr A Barker declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a non-pecuniary interest as a signatory at Walkers Flats Allotment Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters affecting Belton and Whitwick Royal British Legion as the Link Councillor and a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a non-pecuniary interest as Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest as a representative member of North West Leicestershire Leisure Centre Steering Group.

Cllr S Colledge declared a non-pecuniary interest in Whitwick Community Crisis Team; a non-pecuniary interest in the Royal British Legion as a member; a non-pecuniary interest in Whitwick Historical Group as a member; a non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a non-pecuniary

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interest as a member of Woodstock in Whitwick; a potential pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour. Cllr Colledge declared a pecuniary interest in Item 2843 (d) and did not take part in this discussion or vote

Mr T Gee declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member.

2839. MINUTES

Resolved that the minutes for 3 February were approved as a correct record and would be signed. To defer approval of the minutes of the previous meetings held on 7 October, 4 November and 2 December 2021 as they have not yet been written by the Parish Manager due to conflicting priorities.

2840. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2841. TREE MAINTENANCE

Members noted / **resolved:**

- a) Parish Manager to instruct Tindle Tree Care and to schedule a meeting with owner of mature Oak tree in Whitwick Park to mutually agree scale of crown reduction required;**
- b) Mutually convenient date to be agreed for Environment Working Party to meet with surveyor to agree planting options – date to be deferred until after WP meeting taking place on 7 March 2022.**

2842. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Bowls Link Councillor – JR Landscaping to provide a report on maintenance work carried out to date;**
- b) Allotments Link Councillor -Thornborough Road: Cllr Moulton confirmed that a meeting had taken place on February 6 – rental payments had been moved to April; draft water policy had been adopted;
- c) Allotments Link Councillor – No update provided;

PROJECTS

- 1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action was still required by Parish Manager;
- 2. Quotes and design required for memorial plaque;
- 3. Park Hall heating installation – operating instructions being compiled by the office and awaiting staff input when drafted;
- 4. Memorial Garden in Whitwick Park – Deputy Parish Manager had sent letter of thanks to P and R Building Supplies for transporting the rock

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- at no charge; Deputy Parish Manager, Cllrs Barker and Moulton to attend site meeting with DKH to discuss path construction on 4 March ;
5. Seasonal Lighting – Members to look at available grants and lighting options for decoration at The Wheel at their next working party meeting; standardised letter to be sent out to businesses once a scheme had been agreed.

2843. LAND MATTERS – KING GEORGES V FIELD

It was noted the action list was still awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken**/noted:

WHITWICK PARK

- a) **Further dates for future Park Brew were not set from March 2022 and Shire Grant application was deferred by staff until June 2022;**
- b) Consideration of CCTV protection and/or installation of system – no action taken on this item by the Parish Manager;
- c) Memorial Bench – Deputy Parish Manager had sent an email to JR confirming the location of the new bench, awaiting date of installation; existing bench to be refurbished and sited elsewhere in the park;
- d) Cllr Colledge declared a pecuniary interest in this item and did not take part in this discussion or vote **Quotation received for metal handrail and gate, members in agreement for quotation of £1695.00 to be accepted;**
- e) Request for controlled dog area in Whitwick Park had been received, after discussion members agreed not to proceed with the request;
- f) Access to Whitwick Park toilets – to be discussed later on the agenda; Land matters update – JR Landscaping had replaced loose nuts and bolts and made good the park fence (preventing resident access to the park after hours), members were concerned about the length of time (after being reported) that it took JR Landscaping to make good the fencing.

- g) ; Parish Manager provided flower bed planting update; update provided on damaged fencing on Cello Close;

PARSONWOOD HILL (part)

- h) No other matters for consideration.

2805. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating and also consider:

ALLOTMENTS

- a) Thornborough Road Allotment Society - Cllr Moulton confirmed meeting had taken place on 14 February; support letter requested in support of eco-toilet; income had been paid; waiting list form and contact details received, website had been updated; it was noted that there were at

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least a dozen names on the waiting list;

RECREATION/OPEN SPACES;

- b) Playground Improvements – No start date yet provided for commencement of work at playground sites at Holly Hayes and Hermitage/Green Lane;
- c) Green Lane – Large kissing gate/railings now installed and snagging issues highlighted to the contractor and agreed to be resolved; letter of complaint received regarding removal of trees, Deputy Parish Manager to draft a response;
- d) Flooding problem at WPC.011, report from LCC on potential collapsed storm drain still awaited (information to follow when available or site meeting to be arranged)
- e) Covid memorial benches and trees –Cherry trees had been planted by NWLDC on Thursday 3 March, bases and benches to be installed within next two weeks;
- f) Grit bin on footpath at WPC.010 now installed;
- g) Car Hill Rock – **Closure of unused entrance: provisional site meeting agreed and transportation of donated rock from quarry discussed; Members resolved that JR Landscaping should be contacted to transport the stone;** Parish Manager meeting contractor on 21 March to discuss work;
- h) Hilary Crescent – extension of footpath/installation of entrance restrictor to Holly Hayes Wood discussed, **members agreed that quotation received from council approved contractor for £4900.00 be approved;** contact would be made with neighbouring land prior to commencement of works;
- i) Progress update by the Parish Manager on land matters previously agreed for action – Grit bin for The Elms had not yet been progressed due to excessive workload; Deputy Parish Manager had queried the quotation for birdmouth fencing at Howe Road with JR Landscaping and quotation reduced to £190.00 (previously £275), **members agreed that quotation received for £190.00 be approved;** Deputy Parish Manager had attended a free Tree Identification Course (via LCC) at Beaumanor Hall on 22nd February; Parish Warden to be invited to the next PMGP meeting to discuss his work.

2806. BUILDINGS MANAGEMENT

Members to note the action list is awaiting updating and also consider:

PARK HALL:

- a) Hire regulations currently being reviewed and amended, with revised draft documents to be circulated when available;
- b) Deputy Parish Manager reported that caretakers were still to paint the edging of the slabbed areas outside Park Hall and had been waiting for milder weather to avoid the frost;

COMMUNITY OFFICE:

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- c) Plumber had been called out to a leak under the sink, bill received for £318; alternative companies were suggested by members but staff felt reliability was key;
- d) Review of building repairs and maintenance issues – additional keys were still to be issued to the neighbourhood police team;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- e) Old Railway Station – certificates had been received for all council buildings but not yet checked;
- f) Review of building repairs and maintenance issues – Parish Manager had received a quotation from JR Landscaping for Radar key installation and new locks/handles for pavilion toilets and it was **resolved that Radar key be purchased for disabled toilet**; members requested photos of toilet locks/handles before purchase made.

2807 MATTERS FOR FUTURE AGENDA

The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.

Full signature of Chairman: Date:

The meeting terminated at 9.00 pm

Date of the next meeting: Thursday 7 April 2022 at 7 pm