



**This meeting is being held IN PERSON AT PARK HALL**

**Restrictions apply on capacity in the building for public seating.**

**To: The Chairman and Members of Whitwick Parish Council**

(Cllrs A Barker, L Collins, L Gillard, S Gillard, T Gillard, P Moulton, T Oldham, L Spence, J Straw, R Woodward, M Wyatt)

9 September 2021

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00pm** on **Thursday, 16 September 2021** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HA, 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

## AGENDA

### **2602. APOLOGIES FOR ABSENCE**

### **2603. 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*' or a '*conflict of 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).

## **2604. MINUTES**

To approve the minutes of the previous meeting held on 4 May, 29 June and 15 July 2021 (either attached, to follow or to be deferred).

**Members' instructions are requested.**

## **2605. COMMUNITY POLICING**

This is an opportunity for your local beat PC/PCSOs to have a dialogue with the Parish Council (or to send a report if unable to attend). Date for the next Beat Surgery at the Community Office has been announced for Wednesday 15 September from 10 am – 12 noon.

## **2606. PUBLIC QUESTION AND ANSWER SESSION**

### **2607. VAS SCHEME –DATA REPORT**

Members to note the monthly report(s) and take the opportunity to review data and ask questions to the members of the VAS Team (information to follow when available). Details are displayed on our website: <https://whitwickpc.org.uk/news/>

**Members to note the information OR members' instructions are requested.**

### **2608. NWLDC STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILTY ASSESSMENT (SHELAA) 2021**

At the invitation of NWLDC Planning Policy team, members to consider the revision/update of the Strategic Housing and Economic Land Availability Assessment (known as a SHELAA). The SHELAA is effectively a 'long list' of potential development sites that have been identified from a variety of sources. These sources include sites currently being marketed, sites with planning permission and from various 'Call for Sites' exercises where we invited landowners, developers and their agents to submit information to us about sites within the district that they want to put forward for development for either housing or employment uses. NB: The SHELAA is correct as at 31 March 2021. It will therefore not take account of any changes since then (e.g. planning permissions granted, starts on site, etc). The latest SHELAA can be viewed below:

[SHELAA 2019 \(PDF Document, 0.54 Mb\)](#)

[SHELAA 2019 - Part 1 \(Housing Site Assessments\) \(PDF Document, 26.09 Mb\)](#)

[SHELAA 2019 - Part 2 \(Employment Site Assessments\) \(PDF Document, 4.96 Mb\)](#)

Members need to be aware of the potential sites which are being promoted in Whitwick and to enable the parish council and local residents, please refer to the map (attached) which identifies all of the SHELAA sites in the parish that do not already have planning permission. The National Planning Policy Framework (NPPF) requires local planning authorities to have a clear understanding of the land available in their areas, which is what a SHELAA does. They can then use the SHELAA to help identify potential sites for allocation in the Local Plan review. At that point, sites will be assessed against

a wide range of criteria to decide the most appropriate sites to include in the Local Plan. For the SHELAA, only a broad assessment of each site has been undertaken (in accordance with the agreed Leicester and Leicestershire SHELAA Joint Methodology – 2019) and a submitted site can only be excluded from the SHELAA if it has one of 4 specific constraints. The inclusion of a site within the SHELAA does not therefore provide any indication of the Council's view of its acceptability for future development. Likewise, any inclusion of sites within the document does not necessarily mean that a site will be included in the reviewed Local Plan nor does it imply or guarantee that planning permission would be granted, now or in the future, should an application be submitted for consideration.

**Members' instructions are requested.**

### **2609. THE FUTURE OF HERMITAGE LEISURE CENTRE**

Members to note and/or consider:

- a. information and ideas from Coalville C.A.N. group on potential alternative uses for the Hermitage Leisure Centre (previously circulated in July 2021);
- b. to note the presentation requested by the District Council as guest speakers at this meeting has been deferred at their request until the proposals are more fully developed;
- c. to consider if the council wish to accept an invitation to a separate presentation by NWLDC on the proposals (at a later date), possibly at the Council Chamber – by meeting on a different date to our scheduled meetings it could avoid time restrictions and have adequate space for any displays; additionally, part of the presentation could be delivered virtually which is not currently feasible at Park Hall;

**Members' instructions are requested.**

### **2610. CONSULTATIONS AND NOTIFICATIONS**

Members to note and/or consider:

- a. **Consultation on permitted development rights** - following temporary measures that have helped high streets and hospitality during the COVID-19 outbreak, the government is aiming to make a number of the permitted development rights (PDRs) permanent so that people can continue to enjoy outdoor hospitality and local attractions. Also consulting on including the right for markets to be held by or on behalf of local councils and the right for moveable structures in the grounds of pubs, cafes, restaurants and historic visitor attractions. This consultation also seeks views on the introduction of two new PDRs to support the delivery of defence infrastructure on defence sites. The consultation closes on 14 November. Announcement: <https://www.gov.uk/government/news/government-launches-public-consultation-to-make-outdoor-measures-for-high-streets-permanent>  
Regulations: <https://www.legislation.gov.uk/uksi/2015/596/contents/made>  
Consultation: <https://www.gov.uk/government/consultations/supporting-defence-infrastructure-and-the-future-of-time-limited-permitted-development-rights>

- b. **Guidance for Organising and Planning Events** – county and district advice to organisations holding events and notification process to either gain consent or share information;
- c. **Her Majesty the Queen’s Platinum Jubilee – Parish Council Celebrations** – The Leicestershire Lieutenancy Office request that Jubilee events being organised for between 2-6 June 2022 should be notified to their office. A toolkit will be available later to help with planning and marketing any events due to take place.
- d. **NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL TREE PRESERVATION ORDER 2021 T494 (Provisional)** - Land at 137 Church Lane Whitwick; an unconfirmed tree preservation order is to be served on the owners and occupiers of the land. The order took effect on a provisional basis and will continue in force on this basis for a further 6 months or until the order is confirmed by the Council, whichever first occurs.
- e. **Post Box removal on Leicester Road** – response received from Royal Mail declining the request to replace the box, explaining the criteria for replacement and alternative locations available to residents in the area;
- f. **NHS Step up to Great Mental Health** - NHS in Leicester, Leicestershire and Rutland are inviting people passionate about health and social care to volunteer and give 3-4 hours a month to join other enthusiastic volunteers on a Public and Patient Involvement Assurance Group. The role of the group, comprising of 12 – 16 individuals, is to reassure themselves that the NHS is listening to patients, carers and communities when it designs health services. We want health and care services to be developed with a strong voice for local people and communities. The NHS is used by everyone at some point in their life, often at times when they are feeling vulnerable. It’s crucial that services are planned using the experiences of the local patients, carers and citizens. visit the website [www.leicestercityccg.nhs.uk/get-involved/join-our-public-and-patient-involvement-assurance-group](http://www.leicestercityccg.nhs.uk/get-involved/join-our-public-and-patient-involvement-assurance-group) or call **0116 295 0750** or email [beinvolved@LeicesterCityCCG.nhs.uk](mailto:beinvolved@LeicesterCityCCG.nhs.uk) The closing date for applications is 7<sup>th</sup> October 2021

**Members’ instructions are requested.**

## **2611. EXTERNAL AUDIT – ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT**

Members to note the AGAR was submitted by the Parish Manager before the extended deadline that had been granted. One query had been received regarding year end information and promptly responded to. The external audit report is due to be returned by 30 September for publication.

**Members to note the information.**

## **2612. MIDLAND QUARRY PRODUCTS - WHITWICK QUARRY RE-OPENING**

At the request of Cllr Woodward, members to consider concerns of residents regarding the re-introduction of active working (newsletter information previously circulated to members) – and delivered to some residents by the Quarry).

**Members’ instructions are requested.**

## **2613. COUNCIL POLICY AND PROTOCOLS**

### **a) Litter Picking Scheme – Appointment Of Lead Councillors**

Following responsibility for litter picking scheme being unexpectedly handed over to the parish council, members to consider protocols that are required to support volunteers who wish to litter pick individually or in group sessions; members to consider request of Holy Cross School to undertake a community litter pick;

### **b) Member – Officer Protocol**

To consider adoption of the protocol which is strongly recommended to aid mutual understanding and working within the parish council;

### **c) Budget Training**

Following insufficient response during the summer recess, members are now asked to agree a date for budget training (virtually if preferred) to help improve understanding of the process and commit to completing draft budget proposals by 8 December, 2021;

### **d) Finance Working Party**

To consider setting a date for the Finance Working Party to undertake budgetary discussions and research; the Responsible Finance Officer recommends that this should be subject to their outcomes being duly and seriously considered by the council in a timely manner;

**Members' instructions are requested.**

## **2614. PARTNERSHIP WORKING – POPPIES ON PAVEMENTS**

As deferred at the last meeting, District Cllr S Gillard to update members on his suggestion to consider the spraying of 'poppies on pavements' in Whitwick and other parishes. This independent project was well received last year and further details could be explored on the financial implications and potential donations for Remembrance activities (papers previously circulated in July).

**Members' instructions are requested (deadline imminent).**

## **2615. PLANNING MATTERS**

a) Applications - The Council has been consulted by NWLDC on the following application:

**REF 21/01760/TPO - The Chestnuts Loughborough Road - Works to Lime, Beech, and Horse chestnut (Protected by Tree Preservation Order)** (deadline 30 September)

**REF 21/01753/LBC - Old Vicarage Residential Home 11 Silver Street - Erection of various extensions and internal and external alterations to the existing building including removal of thatched roof (Listed Building Consent)** (deadline 30 September)

**REF 21/01752/FUL - Old Vicarage Residential Home 11 Silver Street - Erection of various extensions and internal and external alterations to the existing building including removal of thatched roof (Listed Building Consent) (deadline 30 September)**

**REF 21/01736/FUL – 28 Hall Lane - Erection of a two-storey rear extension (deadline 30 September)**

**REF 21/01732/FUL – 90 Church Lane - Single storey rear extension and port hole window to front (deadline 30 September)**

**REF 21/01697/FUL - 6D Silver Street - Formation of new vehicular access (deadline 30 September)**

**REF 21/01710/FUL - Land At KFC Restaurant Thornborough Road - Erection of single storey drive-thru hot food takeaway (sui generis use) with associated car and cycle parking (Deadline 28 September)**

**REF 20/01670/FUL - Land Rear Of 87A Talbot Street - Erection of one dwelling (Deadline 27 September)**

**REF 21/01545/FUL - 356 Church Lane - Remodelling of existing bungalow to include a two-storey side extension, hip to gable loft conversion (including a raised ridge height), single storey front extensions together with associated external alterations. Provision of a patio to the rear (Deadline 8 September, extension requested to 17 September)**

**Members' instructions are requested.**

**Applications received and delegated decisions taken by Parish Manager after consultation with parish councillors :**

**REF 21/01560/FUL - 126 St Bernards Road - Demolition of existing single-storey lobby and erection of a new two-storey side extension including a hip to gable roof extension and insertion of a rear dormer to provide for additional living accommodation no response able to be submitted by Parish Manager**

**REF 21/01559/VCU - 368 Church Lane - Variation of condition 2 of planning permission 19/01525/FUL to include the provision of disabled access no response able to be submitted by Parish Manager**

**REF 21/01553/VCU - Land At Talbot Street - Variation of conditions 2, 9, 13 and 21 of planning permission 17/01175/FUL to allow for a relocated site access arrangement, change of finish floor levels to plots 6 and 7, and the addition of a rooflight to the front elevations of plots 3 – 7 for fire egress no response able to be submitted by Parish Manager**

**REF 21/01541/FUL - 163 Hall Lane - Part change of use of garage to a barber shop (Use Class E) (Retrospective application)** - no response able to be submitted by Parish Manager

**REF 21/01487/FUL - 14 Carterdale - Erection of a first-floor side extension and single-storey front extension (porch)** no response able to be submitted by Parish Manager

**REF 21/01467/FUL - 24 School Lane - Erection of a single storey extension** - no response able to be submitted by Parish Manager

**REF 21/01426/FUL - 95 Parsonwood Hill- Erection of a single-storey rear extension** - no response able to be submitted by Parish Manager

**REF 21/01403/FUL (amended)- 149 Brooks Lane - Removal of existing conservatory and erection of a new single-storey side/rear extension** - no response able to be submitted by Parish Manager

**REF 21/01403/FUL - 149 Brooks Lane - Removal of existing conservatory and erection of a new single-storey side/rear extension** - no response able to be submitted by Parish Manager

**REF 21/01381/FUL - 21 Farndale - Erection of single storey in-fill extension** no response able to be submitted by Parish Manager

**REF 21/01373/FUL – 291 Church Lane - Erection of a two story side extension, single story rear extension and a single storey front canopy and porch** - no response able to be submitted by Parish Manager

**REF 21/01318/CLE -149 Loughborough Road - Certificate of lawful existing use of land and buildings to the rear of 149 Loughborough Road as a garden centre** – no response able to be submitted by Parish Manager

**REF 21/01313/VCI - Land At Cademan Street - Proposal: Variation of condition 11 of planning permission 19/00561/FUL to allow for an amended remedial scheme and variation pan** - no response able to be submitted by Parish Manager

**REF 21/00737/FUL - 25 Market Place - Conversion of existing public house with function room and apartment into a smaller public house and 6 no. 1 bed apartments including the addition of two dormer windows to the front elevation and dormers (without windows) to the rear and alterations to outbuildings for cycle & bin storage and communal seating areas for residents** - no response able to be submitted by Parish Manager

**Members to note the information.**

b) Decisions

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

REF 21/01426/FUL - 95 Parsonwood Hill- Erection of a single-storey rear extension

REF 21/01403/FUL - 149 Brooks Lane - Removal of existing conservatory and erection of a new single-storey side/rear

REF 21/01381/FUL - 21 Farndale - Erection of single storey in-fill extension

REF 21/00278/FUL - 18 Loughborough Road - Erection of a two storey side and rear extension, including erection of garden room at lower level and terrace area

REF 21/01225/FUL - 296 Thornborough Road - Erection of a single-storey rear extension

REF 21/01032/FUL - 27 Hervey Woods - Erection of first floor side extension

REF 21/00872/OUT - The Oak Of Whitwick 27 Talbot Street - Demolition of existing public house and the erection of up to 9 dwellings (outline application - all matters reserved)

REF 21/00862/FUL - 49 Rosslyn Road - Erection of a two storey front extension and replacement detached garage

**Members to note the information.**

## **2616. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE**

a) To receive the minutes of the PMGP Committee meeting held on 6 May 2021, 1 July and 14 July 2021 and to note the delegated decisions taken (see attached, to follow or to be deferred).

**Members to note the information.**

b) To consider the recommendation of the Committee on 2 September, 2021, supported by the advice of the Responsible Finance Officer, to ensure that if urgent works need to be undertaken by the council and **the endeavours to obtain 3 quotes (as evidenced) had been thwarted by lack of response, then delegated authority be granted to temporarily suspend Financial Reg 11.1.f. that requires 3 quotes for works over £3,000 and less than £25,000, this suspension only to be taken following consultation by the Parish Manager with the Chairman of the Council (or the Vice-Chairman as substitute) and the Chairman of the Committee (or the Vice-Chairman as substitute);** members to additionally note that Financial Regulations are overdue for review and a new model is awaiting adoption when customised, therefore these thresholds are likely to require increasing;

**Members' instructions are requested.**



## **2617. WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS**

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) Standing Orders Review meeting – meeting not yet re-arranged by the Parish Manager
- b) Finance Working Party – no meeting scheduled
- c) Environment Working Party – meeting cancelled as quorum not achieved, Terms of Reference deferred to next meeting but discussion on Air Quality took place;
- d) Defibrillator Link Councillors
- e) Flood Action Plan Link Councillor
- f) Quarry Link Councillor
- g) Website Working Party – no review has yet been scheduled;
- h) Whitwick Historical Group Link Councillor(s)
- i) Hermitage Leisure Centre Steering Group Link Councillor
- j) Royal British Legion Link Councillor
- k) County Council Biodiversity Group Link Councillor
- l) Whitwick Colliery Disaster Memorial Project Team Link Councillor

**Members to note the information OR members' instructions are requested.**

## **2618. DISTRICT COUNCILLORS' REPORTS**

## **2619. COUNTY COUNCILLOR'S REPORT**

## **2620. PARISH MANAGER'S REPORT AND MATTERS PENDING**

The Parish Manager to submit report for the latest period (see enclosed). List of matters which have previously been considered by the Council where action is not yet completed has not been produced since June 2020 so currently unavailable.

**Members' instructions are requested.**

## **2621. ACCOUNTS FOR PAYMENT**

- a) To note that income of £715.00 in August and £1632.27 has been received in the latest 2 periods (cash listings attached);
- b) To retrospectively ratify and approve the payments of £52,946.20 made in August by the Responsible Finance Officer under delegated authority (granted in July), including the installation of new play equipment upon satisfactory completion and salaries (payment listing attached);
- c) to consider the following payments of £26,949.42 for the latest period (payment listing attached)
- d) To note the latest income and expenditure account for 2021/22 (information attached);
- e) To note the latest bank balances at the last month end as Unity current a/c £196,445.67, Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000.

f) quarterly checks were completed by the Vice-Chairman during the recess.

**Members' instructions are requested.**

### **2622. EXCLUSION OF PRESS AND PUBLIC**

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 (Item 2618 b) on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**Members' instructions are required**

### **2623. STAFFING COMMITTEE**

a) To receive the minutes of the Staffing Committee meeting held on 25 August 2021 (see attached draft).

**Members to note the information, including deferment of an apprenticeship appointment.**

b) To consider the Committee recommendation: **"Resolved that a recommendation be put to the parish council for a vacancy to be advertised for a 'Senior Administrative Assistant' to work for 3 days per week (22.5 hours) on a permanent contract at scale point 18."**

**Please see confidential report from Parish Manager (either attached or to follow) for members only.**

**Members' instructions are requested.**

*Date of next meeting:*

*Thursday 21 October 2021 at 7 pm*

## PARISH COUNCIL MEETING

**N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. There is information available to members of the public that explain the regulations that apply to this meeting.** Public participation is limited to the item for Public Questions only.

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 public meeting 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.

**MINUTES of the MEETING of WHITWICK PARISH COUNCIL held VIRTUALLY ONLINE (via Zoom) on TUESDAY 4 MAY 2021 at 7.07 pm** under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor L Spence (Chairman)

Cllrs A Barker, L Collins, L Gillard [left before the end of the meeting], S Gillard, T Gillard, P Moulton, T Oldham, J Straw and R Woodward

In Attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

3 members of the public

Cllr Collins welcomed everyone to the meeting of the parish council, which was being held virtually due to the coronavirus pandemic. As detailed on the agenda, this was a public meeting with a statutory right for anyone to record it (see agenda for other important information). For the benefit of the attendance register, members verbally confirmed their attendance and the Parish Manager signed the register on their behalf. NB – This meeting followed a separate Annual Parish Meeting held at 6.45 pm.

#### **2496. ELECTION OF CHAIRMAN**

Two candidates were proposed and seconded. **Resolved that Cllr Spence be elected as Chairman of the Parish Council for the Civic Year 2021-2022.** Cllr Spence signed a declaration of acceptance of office and Cllr Collins removed the Chairman's Badge of Office, which would have to be given later to the new Chairman. The Chairman thanked Cllr Collins for her wonderful work as Chairman for the past 2 years and would endeavour to fill the role. He hoped the council would work together for the people of Whitwick.

#### **2497. ACCEPTANCE OF DECLARATION OF OFFICE**

**Resolved: that the Declaration of Acceptance of Office by the Chairman be received.** This would be delivered later to the Parish Manager and countersigned.

#### **2498. ELECTION OF VICE-CHAIRMAN**

Two candidates were proposed and seconded. **Resolved that Cllr Collins be elected as Vice Chairman of the Parish Council for the Civic Year 2021-2022.**

## **2499. APOLOGIES FOR ABSENCE**

None. Cllr M Wyatt was absent.

## **2500. DECLARATIONS OF INTEREST**

Cllr Spence declared a non-pecuniary interest in any matter regarding lobbying connected to Mr A Bridgen MP.

Cllr Barker declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group and a non-pecuniary interest as a signatory at Walkers Flats Allotment Group.

Cllr Straw declared a disclosable non-pecuniary interest in all planning matters as a member of Whitwick Action Group and a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr Collins declared a disclosable pecuniary interest as a Trustee of Whitwick Historical Group.

Cllr Moulton declared a disclosable non-pecuniary interest as a Link Councillor and member of Belton and Whitwick Royal British Legion, as a Link Councillor and member of Whitwick Historical Group, as a Link Councillor and member of Whitwick Bowls Club, Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest as a member of the North West Leicestershire District Council Leisure Centre Steering Group.

Cllr S Gillard declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council and as a member of the Planning Committee.

Cllr T Gillard declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council and Leicestershire County Council and as a member of Grenadier Guards Association.

## **2501. MINUTES**

Deferred.

## **2502. PUBLIC QUESTION AND ANSWER SESSION**

A member of the public asked for an update from County Cllr T Gillard on the problems previously reported with a motorhome in Bonchurch Close and damage to grass by drivers visiting the kebab shop on Silver Street? Cllr T Gillard replied he had met a Housing Officer to track down the vehicle owner to arrange its removal and the County were looking at physical barriers to prevent vehicles driving on the grass. There were no further details available yet about the shrubbery by the kebab shop.

## **2503. APPOINTMENT OF COMMITTEES/WORKING PARTIES**

**Resolved:**

- a) That Cllrs Collins, T Gillard and Spence be appointed to the Staffing Committee but all members would be available as reserves if required; Cllr Collins to remain as the first point of contact for the Parish Manager;**

- b) That Cllrs L Gillard, S Gillard and Wyatt be appointed to the Appeal Committee but all members would be available as reserves if required due to potential conflict of interest;**
- c) That Cllrs Barker, Moulton, Straw and Woodward be appointed to the Property Management and General Purposes Committee, with Mrs A Barker and Ms S Colledge being co-opted as non-councillors. All members available as reserves if required; on the proposition of the Chairman, Mr C Smith was put forward as a third non-councillor member of the Committee and a vote was taken;** the Parish Manager asked Mr Smith to contact her to provide his details; [Parish Manager's Note: to avoid an ultravires decision, it was later advised to place this matter on a future agenda.]
- d) That Cllrs Barker, Moulton and Woodward be appointed to the Project Working Party, with Mr A Dyke being co-opted as a non-councillor; to continue with operating the VAS scheme and establishing a voluntary team of helpers;**
- e) That Cllrs Barker, Collins, Moulton, Spence, Straw, Woodward and Wyatt be appointed to the Finance Working Party to continue working with the Responsible Finance Officer on future plans;**
- f) That Cllrs Collins and Woodward be appointed to the Standing Orders Review Working Party to continue the review/comparison of the new model document (partially completed);**
- g) That Cllrs Barker, Moulton and Woodward be appointed to the Playground Working Party, with Ms S Colledge being co-opted as a non-councillor to review existing playgrounds and plan future refurbishment/replacement works (with a project already underway by the Property Management & General Purposes Committee);**

(Appointments of Cllr Wyatt made in his absence and to be confirmed at the next meeting.)

#### **2504. REPRESENTATIVES ON OTHER BODIES/LINK COUNCILLOR**

Members were reminded of the full protocol adopted that explained the Link Councillor Role: There is no authority to take decisions on behalf of the parish council; acting in an individual capacity is not allowed; responsibilities are likely to include different aspects depending on the nature of the organisation and the frequency of events but key parts are: be a point of contact between the parish council and the local organisation; the Link Councillor must at all times consider the duty of the Parish Council to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights; establish what the organisation expect of you, as their Link Councillor; to attend relevant training courses/seminars that support the role of the council to improve the knowledge required for your link councillor role; attend meetings of the organisation; participate where possible in events that are taking place; report regularly to the parish council on the activities of the organisation and the involvement that you have had.

**Resolved: to appoint representatives on the following outside bodies:**

- Park Hall Lead Councillor and Keyholder – Cllr A Barker
- Community Office Lead Councillor and Keyholder – Cllr P Moulton
- Whitwick Quarry Liaison Committee – Cllr R Woodward
- Thornborough Road Allotment Society – Cllr P Moulton
- Walkers Flats Allotment Society – Cllr L Gillard
- Bowling Green Link Councillor – Cllr P Moulton  
(NB to liaise with Grounds Maintenance Contractor)
- Whitwick Historical Group – Cllr P Moulton
- Defibrillator Link Councillors – Cllrs Barker and Woodward
- Flood Action Plan Link Councillor – Cllr Woodward
- Website Link Councillor – Cllrs Barker and Collins
- Hermitage Leisure Centre Steering Group Link Councillor  
– Cllr P Moulton
- Whitwick & Belton sub-branch Royal British Legion – Cllr P Moulton
- Voluntary Tree Warden – resident Ms. J Williams
- LCC Biodiversity Group Link Councillor – Cllr Wyatt
- Whitwick Colliery Disaster Memorial Project Team Link Councillor  
– Cllr Woodward

Civic Protocols Link Councillor – this role had been completed when the new policy was adopted so no appointment was required. In the absence of flooding information received by Cllr Woodward, County Cllr T Gillard undertook to find out contacts at LCC for flooding issues, possibly including the Environment Agency. Also, Cllr Woodward served on the NWLDC Audit & Scrutiny Committee but was elected by ballot and therefore not part of this review.

**2505. ANNUAL REVIEW OF POLICIES, PROCEDURES AND RISK ASSESSMENT**

**Resolved: That the review be confirmed with no changes required and the next review to take place in May 2022 – Asset Register; CCTV & IT Policy; Code of Conduct, including NWLDC Notes for Guidance; Community Grants & Donations Policy; Complaints Procedure (review in January 2022); Data Protection Policy and Privacy Policy; Environmental Policy Statement; Equal Opportunities Policy; Financial Regulations (deferred for new model awaiting adoption); Financial Reserves Policy; Freedom of Information Publication Scheme; Health and Safety Policy and Statement, Internal Monitoring and Control Policy; Lone Working Policy & Risk Assessment; Media Policy (scope to be extended to include FB and Communications, including social media); Partnership Working Procedures; Protocol for Conduct of Chairman (to be merged with Civic Protocols Policy); Retention of Documents and Records Policy; Risk Assessment & Management Schedule; Role of Link Councillor; Staff Disciplinary Policy (awaiting adaptations); Staff Grievance Policy (awaiting adaptations); Standing Orders (still**

being compared with new model for full council to consider); Structure of Whitwick Parish Council; Training Policy; Terms of Reference Committees - Property Management & General Purposes, Staffing, Appeals (to be reviewed when first committee meeting takes place); and Website Privacy Policy. The new Memorial Policy would be added to the list for the next review. Members noted that reviews could be carried out earlier if there were legislative changes, advice by NALC for the Council or a request from a councillor/the Parish Manager.

## **2506. FINANCIAL MATTERS**

### **(a) Annual Review of System of Internal Control**

**Resolved: That the Vice-Chairman be appointed as the Member responsible for checking and verifying the figures contained in the quarterly financial statements presented to the Council.**

### **(b) Banking Arrangements and Mandate**

**Resolved that current seven cheque signatories and internet signatories remain the same, being Cllrs Barker, Collins, Moul, Spence, Straw, Woodward and Wyatt.** Members noted that internet banking remained long overdue for introduction even with the expanded pool of members who were still arranging access to the internet banking system. Set up of electronic payments (but not authorisation) would continue to be initiated by the RFO or the Administrative Assistant.

## **2507. SCHEDULE OF MEETINGS 2021/22**

**Resolved that council meetings would be held on:**

**2021 dates (already published): 29 June (meeting physically), 15 July, (not August), 16 September, 21 October, 18 November, 9 December (2nd week due to Christmas),**

**2022 dates (already booked at Park Hall but not yet published): 20 January, 17 February, 17 March, 21 April and 19 May.**

**Annual Electors Meeting – Thursday 12 May 2022**

Members were asked to consider an earlier start time for meetings. **Resolved that times should remain the same and meetings to commence at 7 pm.** The Chairman outlined his intention that when required to use his casting vote, it would be to retain the current position.

## **2508. WORKING PARTY/LINK COUNCILLOR REPORTS - PARISH PROJECTS**

**Resolved/noted that:**

- a) Vehicle Activated Signs – the group continued to monitor/move the signs, providing information to local people interested in the scheme; a question about speed trends on Talbot Street may have more information after the next data for that site was collected;
- b) Standing Orders Review meeting – no update;

- c) Finance Working Party – no meeting arranged;
- d) Environment Working Party – first meeting agreed, yet to take place;
- e) Defibrillator Link Councillors – no update;
- f) Flood Action Plan Link Councillor – no update;
- g) Quarry Link Councillor – no meeting had been held;
- h) Website Link Councillors – meeting date previously set to take place prior to imminent launch of website;
- i) Whitwick Historical Group Link Councillor(s) – Cllr Moulton reported the full electrical re-wire had started and then the Group would undertake re-decorating. Members were asked to support the Group by becoming members and forms would be provided at the next meeting; the Council could also promote membership of the Group in a future newsletter;
- j) Hermitage Leisure Centre Steering Group Link Councillor – no update;
- k) Royal British Legion Link Councillor – Cllr Moulton reported there was a Branch meeting that evening and he hoped their ideas for the new Memorial Garden would be agreed for proposal to the parish council;
- l) County Council Biodiversity Group Link Councillor – no update;
- m) Whitwick Colliery Disaster Memorial Partnership Team – no update;

### **2509. NEW WEBSITE UPDATE**

The Parish Manager updated members on the work done to now finalise the draft website to be ready for provisional launch on/before the 18 May, which was the 10<sup>th</sup> birthday of the parish council. She paid tribute to Ms Mabey for her hard work undertaken and the technical knowledge she had demonstrated whilst liaising with the website designer and link councillors. Excellent progress had been made on the new accessibility requirements and the council asked that thanks be officially recorded to Ms Mabey.

### **2510. PLANNING MATTERS**

#### **a) Applications**

**The Council had been consulted by NWLDC on the following applications and the recommendations resolved:**

REF 21/00588/FUL - 28 Rosslyn Road - Two storey side and single storey rear extensions – **no objections raised**

REF 21/00298/CLE - 149 Loughborough Road - Certificate of lawful existing use of land and buildings to the rear of 149 Loughborough Road as a commercial nursery site / garden centre – **no objections raised**

#### **b) Decisions**

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

REF 21/00437/FUL - 26 Thomas Road - Proposed single storey side and rear extension (amended scheme)

REF 21/00334/FUL - 191 Talbot Street - Erection of single storey rear extension and other external works

REF 21/00295/FUL - 35 Gracedieu Road - Erection of a single storey extension, raising the existing roof, installation of dormer window, external alterations and the formation of a vehicular access



**NWLDC had now refused** the following application:

REF 21/00459/CLP - 3 Bonchurch Road - Proposal: Single storey rear extension (Deadline 7 April, extension requested)

### **2511. DISTRICT COUNCILLORS' REPORTS**

Cllr T Gillard reported that work was progressing well at the new Leisure Centre site that was due to open in summer 2022. The District Council continued to do the work for residents of the North West Leicestershire. Cllr S Gillard reported that the pothole repairs on the access drive from George Street to the Walkers Flats allotments would be taking place later this week and he was thanked by Cllr Moulton for this update. Cllr Barker was confused as to why the District Council claimed the driveway was both owned by/responsibility of the parish council. When all of the land transfers were made by the District Council in 2014, joint site visits were made by parish councillors and officers to ensure ownership was clearly known. Cllr Moulton thanked Cllr T Gillard for the enforcement update regarding 36 Brooks Lane, which he had passed on to the resident who had contacted him. Cllr Moulton also referred to the recent death of a resident at Park View, the details of which were inaccurately referred to at the last meeting. He had made an apology to the family who had been aware of the naming of their relative at the last meeting. Cllr S Gillard added his apologies for that mistake. The Chairman said that this had clearly been a distressing time but for the parish council the matter was now closed. Cllr T Gillard thanked Cllr Moulton for contacting him about a Rosslyn Road matter. Cllr Moulton was pleased that the resident had received quick help to avoid any panic.

### **2512. COUNTY COUNCILLOR'S REPORT**

Cllr T Gillard reported that there was no new news from the County Council while the election was happening.

### **2513. ACCOUNTS FOR PAYMENT**

Noted/**resolved** that:

- a) that the income and payments report and expenditure account would be provided at the next meeting (due to this meeting taking place ahead of schedule because of covid restrictions);
- b) to note that the Responsible Finance Officer would circulate details of payment to be made under her delegated authority, including salaries, for retrospective approval at the June meeting;
- c) to note that the latest bank statements for April were not yet available so balances at bank could not be reported;

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

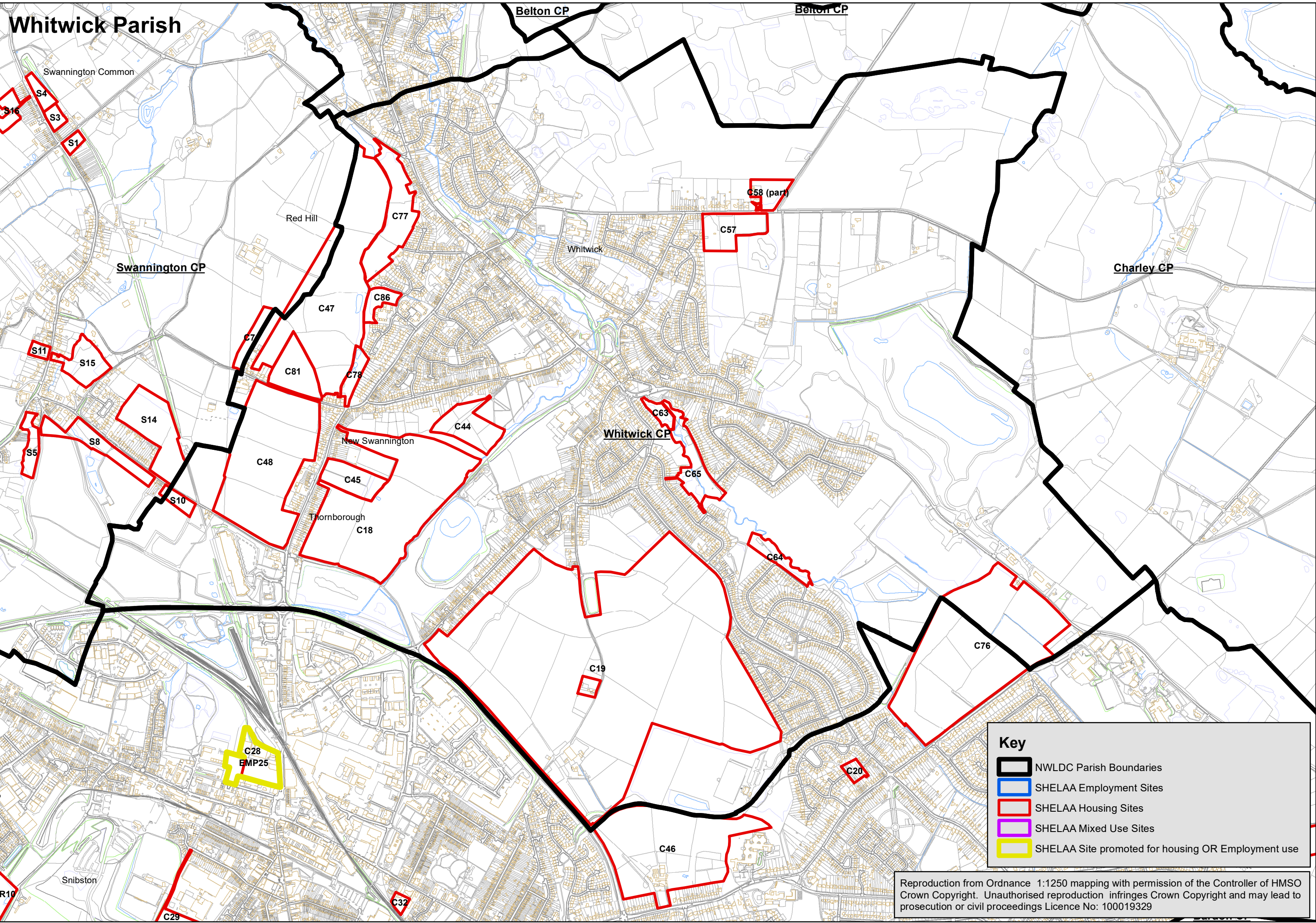
[Cllr L Gillard left before the end of the meeting – time unknown]

The meeting terminated at 8.13 pm

*Date of next (physical) council meeting: Tuesday 29 June 2021 at 7 pm*  
Minutes 04 May 2021 Chairman's Initials.....



# Whitwick Parish



**Key**

- NWLDC Parish Boundaries
- SHELAA Employment Sites
- SHELAA Housing Sites
- SHELAA Mixed Use Sites
- SHELAA Site promoted for housing OR Employment use

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The SHELAA is effectively a 'long list' of potential development sites that have been identified from a variety of sources. These sources include sites currently being marketed, sites with planning permission and from various 'Call for Sites' exercises where we invited landowners, developers and their agents to submit information to us about sites within the district that they want to put forward for development for either housing or employment uses.

The National Planning Policy Framework (NPPF) requires local planning authorities to have a clear understanding of the land available in their areas, which is what a SHELAA does. We can then use the SHELAA to help identify potential sites for allocation in the Local Plan review. At that point, sites will be assessed against a wide range of criteria to decide the most appropriate sites to include in the Local Plan.

For the SHELAA, only a broad assessment of each site has been undertaken (in accordance with the agreed Leicester and Leicestershire SHELAA Joint Methodology – 2019) and a submitted site can only be excluded from the SHELAA if it has one of 4 specific constraints. **The inclusion of a site within the SHELAA does not therefore provide any indication of the Council's view of its acceptability for future development.**

**Likewise, any inclusion of sites within the document does not necessarily mean that a site will be included in the reviewed Local Plan nor does it imply or guarantee that planning permission would be granted, now or in the future, should an application be submitted for consideration.**

Please note: The SHELAA is correct as at 31 March 2021. It will therefore not take account of any changes since then (e.g. planning permissions granted, starts on site, etc).

The latest SHELAA can be viewed below:

[SHELAA 2019 \(PDF Document, 0.54 Mb\)](#)

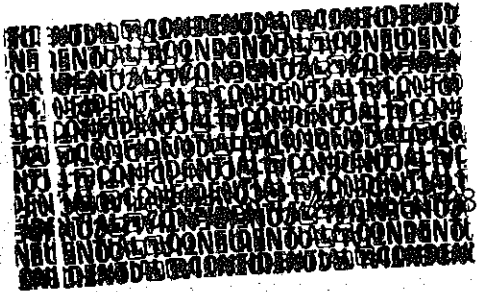
[SHELAA 2019 - Part 1 \(Housing Site Assessments\) \(PDF Document, 26.09 Mb\)](#)

[SHELAA 2019 - Part 2 \(Employment Site Assessments\) \(PDF Document, 4.96 Mb\)](#)

To ensure that you are aware of the potential sites which are being promoted in your Parish Council area, and to also enable you to help local residents, please find attached a map which identifies all of the SHELAA sites in your area that do not already have planning permission.

If you have any queries regarding the SHELAA please do not hesitate to contact the Planning Policy team [planning.policy@nwleicestershire.gov.uk](mailto:planning.policy@nwleicestershire.gov.uk)

note the monthly report and take the opportunity to review data and ask questions to the members of the VAS Team (information attached). Details are displayed on our website: <https://whitwickpc.org.uk/news/>

A large rectangular area of the document is completely redacted with a dense, black, pixelated pattern.

Mr Andrew Bridgen MP  
House of Commons  
LONDON  
SW1A 0AA

Dear Mr Bridgen

Thank you for your communication dated 24 June regarding the postbox that was removed from Leicester Road, Whitwick in your North West Leicestershire constituency. Please accept my sincere apologies for the inconvenience caused.

I have now received an update from the collections team for the area who confirm that the postbox at Leicester Road was removed as requested by the landowner. Our regulator, Ofcom, requires Royal Mail to ensure that 98 per cent of all households across the UK should be within half a mile of a postbox. I have been advised that there are a number of postboxes in close proximity to Leicester Road. These are located at Market Place next to the telephone box, outside Whitwick Day Nursery and Preschool which is approximately 450m away and outside 37 Cademan Street which is approximately 600m away.

Having taken into account all relevant factors, including daily volumes of mail, the number of postboxes in the area, within half a mile and the balance of economy against service provision, I am sorry to advise we are unable to install a replacement postbox as requested.

I am sorry to send you what I know will be a disappointing reply. As always if I can be of any further assistance please do not hesitate to contact me.

Yours sincerely,

A large, irregularly shaped area at the bottom of the letter is redacted with a dense, black, pixelated pattern, covering the name and any handwritten notes or dates.

## POLICY FOR MEMBER-EMPLOYEE RELATIONS

(for Parish Councillors and Staff)



Whitwick Parish Council is a Statutory Local Authority, which employs a Proper Officer (Parish Manager) and other Officers. This policy typically operates in many counties in England although different regulations apply in Wales.

1. Every appointment to paid employment must be on merit.
2. The Parish Manager is the Council's Proper Officer and Chief Executive. S/he should guard against inappropriate public statements and, in particular, should not act in a party political capacity with the parish.
3. Officers must be politically neutral: they are employed by the Council, not by Committees or other individual Councillors. The political neutrality of Officers should be respected. They should not be asked to ply any role or undertake any task that is likely to prejudice that neutrality.
4. All Councillors have a right of access to the Parish Manager. Where a Member requires information, it will be provided if it is readily available and appropriate. For example, in council/Committee papers or material published on behalf of the Council. The Parish Manager is free to give advice on a confidential basis about procedural matters to any Member.
5. The Parish Manager must be free at all times to seek advice from the County Association of Local Councils, SLCC and/or other appropriate bodies on matters concerning the proper exercise of his/her duties.
6. Councillors should recognise that, in order for Officers to properly carry out their duties, appropriate training and reference material are required.
7. Councillors should recognise that, in order to properly carry out their duties, the dedicated email address must be used for parish business and that emails should be checked at least weekly, preferably more. There should be a commitment to reply to messages that are seeking your response so that the Parish Manager and staff can conduct their business in a timely manner.
8. Councillors and employees must understand that Council decisions can only be made by full, Council, Committees or the Parish Manager acting under delegated authority. The law does not allow for decisions relating to the discharge of any of the Council's functions to be taken by a Chairman or indeed by any other single Councillor. Councillors and employees must ensure that representations made to the Council on any matter during any stage of the formal decision making process should be directed to the Council or appropriate Committee *via the Parish Manager*.
9. Reports to Council and Committee should be written by the Parish Manager or another authorised Officer.
  - a) If the Chairman, or another Member in exceptional circumstances, is unhappy with the contents, it should not be amended by the Chairman or another Member, save with the express approval of the Parish Manager.
  - b) In most cases, discussion between the Chairman and the Parish Manager will resolve any disagreement over a report; however if the Parish Manager's report

is not regarded as appropriate by the Chairman, then exceptionally the Chairman should write his or her own report in addition to the report submitted by the Parish Manager. The Chairman should, under no circumstances, use undue pressure to persuade the Parish Manager to withdraw the original report.

10. Mutual respect between Officers and Councillors is essential to good local government. The Parish Manager may be closely related to a Councillor but they must be especially careful to ensure that their official dealings are open and transparent.
11. Where the Parish Manager works from home, Councillors must respect agreed practical arrangements for liaison with the Parish Manager.
12. In line with the Code of Conduct's reference to treating others with respect, it is important that any dealings between Councillors and Officers should observe reasonable standards of courtesy:
  - a) Neither party should seek to take unfair advantage of their position,
  - b) Employees, whether individually or collectively, should not be subject to attacks or criticism.
  - c) Councillors should avoid naming individual employees, if at all possible, and neither Councillor nor employee should resort to the media to resolve a disagreement between them.
13. The Code of Conduct also requires the promotion of equality by not discriminating unlawfully against any person:
  - a) Council will regard as a serious offence actions by an employee or a Councillor which amount to work related, bullying, harassment, discrimination against or victimisation of any employee or Councillor and particularly so where such action is on the grounds of race, gender or disability.

Any breach of this protocol may constitute a breach of the Code of Conduct for Members.

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**MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held VIRTUALLY ONLINE (via Zoom) on 6 May 2021 at 7.00 pm under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020**

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw and R Woodward

Mrs. A Barker, Ms S Colledge

In Attendance:

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

Members of the public: None.

The Chairman welcomed everyone to the meeting, which was being held virtually due to the coronavirus pandemic. This was a public meeting and there was a statutory right for anyone to record it (as detailed on the agenda with other important information). For the benefit of the attendance register, members verbally confirmed their attendance and the Parish Manager signed the register on their behalf.

Before the meeting started, the Chairman sadly reported that Mr Andy Dyke has died the previous day. Mr. Dyke had been a keen supporter of the work of the parish council and worked tirelessly since the Community Speedwatch project to campaign to the County Council for the Vehicle Activated Signs now in operation by the parish council. A moment of silence was observed and a collection would be arranged for any donations by councillors/staff to a charity of the family's choice.

**2514. ELECTION OF CHAIRMAN**

**Resolved that Cllr Barker be elected as Committee Chairman for the Civic Year 2021-2022.** The Parish Manager thanked Cllr Barker for his helpful support over the past year, particularly being 'onsite' when she had to work remotely from home.

**2515. APOLOGIES FOR ABSENCE**

None.

**2516. DECLARATIONS OF INTEREST**

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions.

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Cllr J Straw declared a pecuniary interest in Agenda Item 2522f [Parish Manager's note: renumbered in these minutes to Item 2522m] and would leave the meeting for that decision; a disclosable non-pecuniary interest in matters affecting the Green Wedge as a member of Whitwick Action Group; a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Ms S Colledge declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member, to Whitwick Action Group as a member and Woodstock in Whitwick as a member; there were no planning issues so no other interests declared regarding the old Hermitage Leisure Centre site or the Green Wedge

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

#### **2517. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

#### **2518. MINUTES**

**Resolved that the minutes of the meeting held on 1 April 2021 be approved and would be signed as a correct record when a date could be arranged at the Office.**

#### **2519. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS**

**Resolved:** That the following **actions be taken/noted:**

- a) **Playground Working Party:** following consideration of the research and site reviews of the working party, quotations for new play equipment at Hilary Crescent were now complete and carefully considered. **Resolved to accept the quote from Company B – Play and Leisure – for £25,000 plus VAT which was chosen for the amount of equipment provided and the design of inclusive items which gave better provision when compared to Company C, £25,000 and Company D £24,995;** the Parish Manager would provisionally order the equipment from Play and Leisure to secure an installation date, subject to any improvements that might be suggested during a further 3-week consultation period inviting residents views (signs on site, parish noticeboard, design display on office window and website); companies C & D to be thanked for their quotations and Company A had declined to quote;



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- b) Bowls Link Councillor:** Cllr Moulton reported the season had started with social distancing restrictions still in place; the Green was playing very well and directly linked to the maintenance that the Club commended the contractors for their work and continued endeavours to improve; although some members had retired due to precautionary restrictions there were new members joining the club and recruitment was going well;
- c) Allotments Link Councillor – Thornborough Road:** Cllr Moulton reported there were plans to submit a grant funding application;
- d) Allotments Link Councillor – Walkers Flats:** no report received;

## PROJECTS

1. Whitwick Park Entrance improvements – **the Chairman undertook to email and inform the contractor that a deadline had been given for completion by end of May (as no reply received to recent requests by the Parish Manager);**
2. Park Hall Fire Exit disabled access improvement: **Park Hall improvements still to be scheduled by the contractor;**
3. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager;
4. Installation of Benches throughout the Village – the long awaited licence had been received from the County Council, and when signed/returned it would be possible to arrange installation dates for 3 locations rescheduled after the latest delay; **resolved to accept donation of memorial plaque to go on the new bench opposite Swannymote Road in tribute to Andy Dyke;** a request to be made if possible for the bench to be installed by the Park Ranger before he left working for JR Landscaping; a collection would be taken for a leaving gift;
5. Repairs to the Old Station Building – Cllr Moulton reported a slight leak was still coming from the chimney and photos would be taken before/after the forecast heavy rain at the weekend for further assessment;
6. Installation of the Miners Memorial Seat in front of the Wheel – **JR Landscaping would be now be asked to install this bench; Cllr Moulton to provide wording for the plaque and the narrative for the Wheel to the Parish Manager by 14 May;**
7. Park Hall Heating – deferred as more information awaited;
8. Grit Bins – update awaited on whether the County Council had installed the promised grit bin at Clarke Close; **the Chairman and Cllr Woodward to visit Thornborough ward; the Parish Manager to check the title deeds for the Community Office to potentially site a grit bin there (under CCTV) for use on Skinners Lane;**
9. Memorial Garden in Whitwick Park – members noted an offer to donate a memorial Tommy figure and the person would be asked to contact the Branch of the Royal British Legion; **Cllr Moulton had attended a Branch meeting the previous evening and again asked for details of their plans; no confirmation had yet been provided to the parish council of their ideas and contribution to the project;** the Branch

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had arranged a wreath laying in Whitwick on 7 July to commemorate their 100<sup>th</sup> anniversary and events at the Clock Tower in Coalville on 11 July; councillors were concerned to hear that publicity had been issued by the Legion for the opening of the Memorial Garden at 3 pm on 11 July; **the Parish Manager had serious concerns that no written proposals had been received for the suggested designs and reminded members that formal arrangements would be need to be planned and assessed by her, once approved by the Committee.** She stressed that greater understanding was required by the Legion for managing work in a public park - volunteers could not just turn up and start work without due measures being put in place with risk assessments, method statements, safety and signage, written access consent, proof of liability insurance, notification to our contractors and scheduling of work between other ground works that were already committed to;

10. Car Hill Rock – no progress by the Parish Manager on the gabion request nor on seeking signage advice from the insurers; the bin had been ordered by JR Landscaping but delivery was still awaited;

## **2520. LAND MATTERS – KING GEORGES V FIELD**

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

### WHITWICK PARK

- a) that the Parish Manager had contacted the organiser of an outdoor fitness activity being independently arranged for Whitwick Park and has promptly received the requested documents – future plans were not yet clear and no further update;
- b) a new invitation has been extended by the Parish Manager to the Rural Community Council for the return of the Coffee Connect team to the parish and a reply was awaited;
- c) update by the Parish Manager on two new benches being prepared for installation in the parish;

### PARSONWOOD HILL (part)

- d) no other new matters for consideration.

## **2521. LAND MATTERS – EXCEPT KGV LAND**

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

### **ALLOTMENTS**

- a) that the insurance claim for the theft of the fencing at Walkers Flats Allotment Society had been cancelled by the Parish Manager as it was not to be replaced; the Parish Manager advised that the remaining stumps should be removed as they could be a hazard;
- b) despite the District Council erroneously denying ownership of the drive

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from George Street, the Parish Manager had again urged that the potholes be repaired;

- c) no other matters requiring attention/action from the management committees for Thornborough Road and Walkers Flats Allotments;

### **RECREATION/OPEN SPACES;**

- d) the Parish Manager would contact the council's solicitor regarding progress on the enforcement action for reinstatement to the grass open space;
- e) further to previous discussions the flower tub at the Swannymote Road Whitwick sign had not been reinstated as a larger clip was on order; flowering bulbs had unfortunately been mowed over by the contractor and members were asked to clarify locations of planting (either by map or photos) at Car Hill Rock, Hilary Crescent and Hermitage Road.
- f) the new bin at Holly Hayes play area was agreed and **to protect the environment at Car Hill Rock a litter bin would be installed by the entrance to help visitors act responsibly;**
- g) routine matters were progressing but other actions were still outstanding.

### **2522. BUILDINGS MANAGEMENT**

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

- a) that the Parish Manager chase a quotation from Navas Associates for asbestos surveys for all buildings to identify locations affected;
- b) that the buildings had been successfully re-opened under easing of lockdown restrictions (although Park Hall was closed on the day of the royal funeral);
- c) **lockdown restrictions were due to be reviewed nationally on 21 June and members would consider whether to increase the capacity to 50% (e.g. 30 people at Park Hall) at the next meeting on 3 July 2021;**

#### PARK HALL:

- d) **the booking from a new hire organisation was welcomed for 2 regular days per week, increasing to 3 days at a later stage;** members felt there were exciting opportunities for partnership working that had potential to benefit park visitors and the wider parish; **to review the arrangements in 12 months and assess availability for other hirers; in addition to staff, Cllr Moulton was happy to liaise with the hirer on parish projects and Ms Colledge would be a reserve contact on this topic;**
- e) further repair to another toilet seat undertaken at Park Hall;
- f) **the cost of business rates had been amended, after the end of the covid relief to zero, from 1 July it had increased to £1110.28;** previous charges were £259 in 19/20, £121 (due to a credit of £990 for

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covid relief) in 20/21 and the current budget was £1221.

g) no further building repairs or maintenance issues;

COMMUNITY OFFICE:

h) equipment had been returned to the Community Office by a member of the VAS working party who had been unable to continue using the software to produce the printouts – the Chairman and Cllr Moulton would seek help from Ms Mabey to establish new procedures;

i) members noted the difficulty in sourcing additional IT equipment under the current system as the provider would not supply without payment in advance by process of pro-forma invoices (contrary to recommended proper practices); a third company had not responded to a request to quote but Supreme Systems had the expertise and, importantly, experience and understanding of parish/town council; **in consideration of the potential risk currently faced with failing equipment, members resolved to accept the 'No Frills' quote from Supreme Systems for IT support for £20 per month, per workstation; additionally delegated for the Parish Manager to source information and equipment through their procurement system which would give comparative quotes/options;** it was anticipated that the enhanced service would reduce the time spent by staff in sourcing and managing technical/communication equipment; members endorsed the benefit and savings by knowing that faults would be identified and fixed before systems failed to improve business continuity;

j) following lockdown guidance, the Parish Manager would aim to reduce working from home to facilitate the Community Office re-opening from 17 May for essential personal visits (potentially with time restrictions) and PPE shields worn by staff if visitors needed to enter;

k) no new building repairs and maintenance issues but **the cost of business rates had been amended, and the current charge was £1447, with a discount of £718 leaving a bill of £729 but no budget had been set after no previous charge** (in 19/20 and no charge nor budget set in 20/21).

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

l) the repair/replacement cistern for the gent's toilet in the pavilion had not yet been done and JR Landscaping had been asked to pursue this urgently with the plumber;

[Cllr. J Straw left the meeting at 9.18 pm.]

m) the full re-wire of the Station electrics had uncovered a number of unexpected problems and members realised that with an old building it was not always clear what conditions would be discovered when work commenced; therefore the delay with the anticipated completion date was wholly accepted because the Council priority was to have a thorough and safe installation; the value of the extra work undertaken (with just a £50 charge agreed for an improved PIR security light) would ensure

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the council and the Whitwick Historical Group had a safer future ahead of them when finished; the investment by the council was justified when a fire risk had been discovered with burnt computer cabling located in the power cable trunking; this had been notified to the Group who would be responsible for rectification; the Parish Manager had asked for the handover meeting to take place when she returned from annual leave; the Committee placed their thanks on record to Whitwick Electrical for the extra work and commitment to the job; thanks from Whitwick Historical Group were placed on record to Cllr J Straw for voluntarily cleaning the building in a very thorough manner; requesting a quote for schematics was discussed, although the new system was more straightforward to understand and potentially adapt in the future;

[Cllr. J Straw re-joined the meeting at 9.23 pm.]

n) there were no new building repairs and maintenance issues but members recalled the planning permission for 4 houses near to this site which would have works taking place at some stage;

### **2523. OTHER MATTERS FOR FUTURE AGENDA**

Election of Vice-Chairman for the Committee.

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

[Cllr. J Straw left the meeting at 9.18 pm.]

[Cllr. J Straw re-joined the meeting at 9.23 pm.]

The meeting terminated at 9.35 pm.

Date of the next **physical** meeting: Thursday 1 July 2021 at 7 pm

**PARISH MANAGER'S REPORT – 8 August 2021****1) EVENTS ATTENDED (plus forthcoming events)**

July 15	Council Meeting
July 16	TOIL taken (afternoon only)
July 19	Stage 4 lockdown changes
July 20	Site meeting – Hilary Crescent (cancelled)
July 20	Hirer meeting at Park Hall
July 20	Site meeting – Park Hall Heating contractor
July 20	Site visit to new NWLDC Leisure Centre
July 20	Staff Meeting handover (cancelled)
July 20	Site meeting Hilary Crescent handover (to be rearranged)
July 22	Parish Manager taking Annual Leave – 1 week
July 28/29	Community Office closed (Parish Manager not available)
July 29	LCC Operational Meeting with Clerks – apology to be sent
August 5	New Grit bin installed outside Community Office
August 6	Hilary Cres P/G – put up new 'no dog fouling' signs
August 6	Visit to Park Hall – out of order sign on hot water urn
August 6	Visit with Chairman to meet Area Retail Manager of local business
August 10	Site visit – plumber to fix leak under sink in Community Office
August 11	Police liaison – lost property problem
August 11	Parish Council Bowls Match
August 12	Site meeting with JR Landscaping
August 13	TOIL to be taken – full day
August 20	More lockdown changes to be assessed
August 25	Staffing Committee meeting
Sept 1	Site Inspection, The Dumps (prior to solicitor instruction)
Sept 2	Property Management General Purposes Committee meeting
Sept 3	Breakfast Meeting – joint working
Sept 6-10	Heating Installation – Park Hall (closed to hirers)
Sept 6	Test Meeting – check Gazebo, check Christmas lights
Sept 6	Environment Working Party – cancelled (alternate discussion)
Sept 8	JR Landscaping – remedial work for council
Sept 9	Site work – Kiwa Stress Testing of brackets
Sept 9	Virtual Clerk's Liaison Meeting with NWLDC
Sept 10	Virtual LCC Operations Meeting
Sept 10	Induction Meeting for non-councillors
Sept 10	Meeting – Tree specialist
Sept 15	Staff meeting with Staffing Committee
Sept 15	Beat Surgery 10-12 noon, Community Office
Sept 16	Council Meeting
Sept 21	SLCC Branch meeting
Sept 24	Macmillan Coffee Morning 11.00 – 13.00 at Park Hall
Sept 27 – Oct 6	Parish Manager taking 8 days TOIL (Office closure possible)
Oct 7	Property Management General Purposes Committee
Oct 12	SLCC AGM
Oct 12/14	SLCC National Conference
Oct 21	Council meeting

**2) COMMUNICATIONS**

Since July's report, there were 323 routine emails received (excluding coronavirus issues), 96 further emails to be actioned, 122 emails from councillors and 127 emails from suppliers, with bulletins, publicity, queries and other information, including:

- a) Response sent on 21 July to the third FOI request saying information had been previously supplied and/or was displayed on the website. I confirmed that the parish council does not hold information on what office employees do for private purposes not connected with their role within the parish council in their private homes, as advised by the Information Commissioners Office. Activities at home are a private matter;
- b) copy of letter from North West Leicestershire Deanery notifying the District Council that space in St. Andrew's Thingstone Graveyard was reaching the point where it is nearly full and giving notice to request provision for residents to be buried elsewhere in approximately 4 years time;
- c) detailed proposals from Coalville C.A.N. to work with the community on future use of the Hermitage Leisure Centre;
- d) resident enquiry about whether permission was needed to remove a shed from their own land;
- e) resident complaint about office phone being engaged (since resolved);
- f) delivery to office of new county flag for Leicestershire and request to fly it on 23 July each year;
- g) thank you from resident for staff kindness when her planned birthday event could not take place at Park Hall;
- h) bulletins now being received regularly from MHCLG on current issues;
- i) enquiry about children's event being held in Park Hall – due to potential scale this was referred to the District Council for consideration at Hermitage Park;
- j) resident enquiry about whether payment of home working allowance paid to office staff is a proper use of public money and what was the purpose of it – (this request has not been received under FOI but now sent as a separate enquiry); following advice, the Chairman has offered to draft a response on behalf of the parish council (information to follow)
- k) invitation to Chairman to attend Induction Service for new vicar at St John The Baptist church;
- l) request from NWLDC to address the parish council on potential future use options for the Hermitage Leisure Centre (now guest speaker at meeting);
- m) tenant enquiry about fly-tipping which was reported to NWLDC;
- n) resident enquiry about neighbour's trees, signposted and concern passed on;
- o) supplier enquiry about potential link with Environment Agency for community Christmas lighting;
- p) liaison enquiries from LCC regarding bridge repair work on North Street;
- q) resident enquiry about speeding traffic on Talbot Street – scheme explained;
- r) resident enquiry about access driveway that is marked private (and confirmed by LCC to be correct) asking for help to stop delivery vans parking on double yellow lines outside her property;
- s) resident enquiry about neighbouring hedge – concern passed on;
- t) business enquiry wanting to 'buy' the parish council;
- u) HSE spot check completed on covid precautions still in place for Community Office;
- v) resident in distress about neighbour's frequent bonfires which impinge on her wellbeing, already reported to environmental health and police;

- w) distressed resident concerned about oak tree on parish land at rear of property, with possible leaf infection (reported to PMGP);
- x) notification from NWLDC that a court date of 1 November had been set for the injunction hearing for Brooks Lane;
- y) business enquiry about parish council services;
- z) notification from a resident about a serious fire that had occurred the previous day at WPC.019 Car Hill Rock and a complaint that warnings to the council about the danger of opening this previously closed site had not been heeded and now irreparable damage had occurred (reported by Parish Manager to PMGP and information requested from the police and/or fire brigade);

**Members to agree if further information or inclusion on future agendas is required.**

### **3) COMMUNITY OFFICE**

Since the July meeting there have been connection problems with emails, phone line problems with office being 'engaged' for long periods (now resolved and answer machine working fine). Some councillors are experiencing full (or nearly full) inboxes with their parish emails – please ensure that you delete older messages so that you can continue to receive new ones. I'd suggest that anything older than 12 months is normally fine to be deleted. This could be undertaken by our IT host but I will need written permission from any individual councillor for him to access your account and do this work. Please confirm by 20 September if you are giving your consent for this help. Site visits have been extensive this summer and thanks given to councillors and to Chloe for also attending either with the Parish Manager and/or on behalf of the Parish Manager (who was on holiday when the Hilary Crescent Playground was completed). Chloe has also successfully arranged for Ordnance Survey to update their maps to correctly show the name of Park Hall instead of still being a Youth Centre – grateful thanks for her navigation of the system. The workload continues to grow and accommodating priorities is increasingly impossible. Additional secure storage is being arranged for the office and some support will be needed to accommodate movement of equipment. Potential replacement of the CCTV system may be investigated with a more user-friendly package.

### **4) STAFF MATTERS**

TOIL owing at the time of this report is 101 hours. I plan to take several days at the end of the month and this will reduce it to less than half. Timesheets for the past 3 months have been awaiting signature but now completed by reserve councillors.

### **5) MATTERS PENDING**

Production of agendas and papers for meetings are now becoming more complex as lack of minutes being written in a timely manner delays my work and creates additional potential risk as business and deadlines may be missed. Action lists from council decisions at meetings have not been updated for over 18 months.

**Members questions are invited and instructions requested.**



Cathy Tibbles, Parish Manager



## Current Ac Unity Trust 0992

Receipts received between 19/07/2021 and 06/08/2021

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20	Banked: 30/07/2021	715.00						
20	Meadow Barn View	715.00			1300	100	715.00	Hall Hire Aug
Total Receipts:		715.00	0.00	0.00			715.00	

## List of Payments made between 19/07/2021 and 06/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/07/2021	Water Plus	077	13.61	DD	Office Water - July
19/07/2021	Water Plus	078	162.31	DD	Pavilion/Hall Water - July
01/08/2021	North West Leics District Coun	069	81.00	DD	Office Business Rates - August
05/08/2021	Water Plus	079	162.31	DD	Pavilion/Hall Water - August
05/08/2021	Water Plus	080	13.61	DD	Office Water - August
05/08/2021	Monthly Payroll Costs	TAX 4	4,439.13	Chq 1202	TAX 4
06/08/2021	Tindle Tree Care	060	288.00	Chq 1192	Cut Back Trees & Shrubs - Park
06/08/2021	Play & Leisure	061	30,000.00	Chq 1193	Play Area Install - Hillary Cr
06/08/2021	Ace Copying Equipment	062	45.83	Chq 1194	July Copying
06/08/2021	Community Voice	063	115.00	Chq 1195	Full Page Insert - July
06/08/2021	ESPO	064	47.34	Chq 1196	Hall & Office Supplies
06/08/2021	Paul Morris Building Contracto	065	1,890.00	Chq 1201	Repairs to Old Railway Station
06/08/2021	Utility Warehouse	066	49.64	DD	Phone & Broadband - July
06/08/2021	Supreme Systems	067	50.40	DD	IT Support - August
06/08/2021	North West Leics District Coun	068	57.00	DD	Hall Rates - August
06/08/2021	Montejaur Sweden	070	277.50	PT Chq 1198	LED Flagpole Lights
06/08/2021	Dropbox	071	95.88	PT Chq 1198	Dropbox Annual Subscription
06/08/2021	Whitwick Electrical	072	432.00	Chq 1199	Electrical Work in Pavilion
06/08/2021	WPS Insurance Brokers	073	39.20	PT Chq 1200	Legal Expenses Cover
06/08/2021	WPS Insurance Brokers	074	56.00	PT Chq 1200	Employment Legal Protection
06/08/2021	WPS Insurance Brokers	075	1,826.16	PT Chq 1200	Commercial Combined Insurance
06/08/2021	JR Landscaping & Property Main	076	12,804.28	Chq 1201	July Grounds Maintenance
<b>Total Payments</b>			<b>52,946.20</b>		

## Current Ac Unity Trust 0992

Receipts received between 07/08/2021 and 17/09/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
027	Banked: 20/08/2021	399.00						
027	Public	399.00			1090	100	399.00	Donation of Memorial
026	Banked: 27/08/2021	220.00						
026	Friday Art Group	220.00			1300	100	220.00	Hall Hire Sept & Oct - Fri
023	Banked: 28/08/2021	75.00						
023	Monday Yoga	75.00			1300	100	75.00	Sept & Oct Hall Hire
024	Banked: 28/08/2021	55.00						
024	Hirer	55.00			1300	100	35.00	Hall Hire 29/08/21
					560		20.00	Hire Deposit 29/08/21
021	Banked: 30/08/2021	2.86						
021	CCLA Public Sector Deposit Fun	2.86			1100	100	2.86	Bank Interest
025	Banked: 30/08/2021	130.00						
025	Limelight Performing Arts	130.00			1300	100	130.00	September Hall Hire - Sat
026	Banked: 30/08/2021	747.50						
026	Meadow Barn View	747.50			1300	100	747.50	Hall Hire Sept - Tues-Thurs
022	Banked: 31/08/2021	2.91						
022	CCLA Public Sector Deposit Fun	2.91			1100	100	2.91	Bank Interest
Total Receipts:		1,632.27	0.00	0.00			1,632.27	

## List of Payments made between 07/08/2021 and 17/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/08/2021	Utility Warehouse	086	46.93	DD	July Phone & Broadband
30/08/2021	Information Commissioner's Off	105	35.00	DD	Information Commissioners Offi
30/08/2021	Monthly Payroll Costs	TAX 3	4,554.62	Chq 1172-75	TAX 3
01/09/2021	North West Leics District Coun	084	57.00	DD	September Rates - Hall
01/09/2021	North West Leics District Coun	085	81.00	DD	September Rates - Office
01/09/2021	Southern Electric	097	34.82	DD	Pavilion ELelectric Jun-Aug
01/09/2021	Southern Electric	098	178.08	DD	Park Hall Electric Jun-Aug
01/09/2021	Southern Electric	099	83.54	DD	Office Electric Jun-Aug
05/09/2021	Water Plus	091	216.88	DD	Pavilion & Hall Water
05/09/2021	Water Plus	092	21.55	DD	Office Water
05/09/2021	Monthly Payroll Costs	TAX 5	4,513.36		TAX 5
06/09/2021	2commune Ltd	096	2,745.00	Chq 1209	25% Deposit for Heating ParkH
16/09/2021	JR Landscaping & Property Main	081	12,091.36	Chq 1210	August Grounds Maintenance
16/09/2021	Tindle Tree Care	082	240.00	Chq 1211	Works to Trees
16/09/2021	2commune Ltd	083	108.00	Chq 1212	Website Redirect
16/09/2021	Supreme Systems	087	50.40	DD	IT Support - September
16/09/2021	Supreme Systems	088	142.00	Chq 1213	Monitor
16/09/2021	ESPO	089	30.06	Chq 1214	Hall Supplies
16/09/2021	AK Plumbing & Heating	090	162.00	Chq 1215	Fix Leaking Sink in Office
16/09/2021	Nothing But Padlocks	093	186.78	Chq 1216	Padlocks x30
16/09/2021	Whitwick Electrical	094	418.40	Chq 1217	Work to toilet block
16/09/2021	Community Voice	095	115.00	Chq 1218	Full Page Insert - August
16/09/2021	Amazon	100	11.99	Pt Chq 1219	Confidential Roller Stamp
16/09/2021	Amazon	101	14.61	Pt Chq 1219	Business Stamps
16/09/2021	Amazon	102	4.49	Pt Chq 1219	CAT5 Cable
16/09/2021	Amazon	103	14.55	Pt Chq 1219	Ink Pad for Date Stamp
16/09/2021	Whitwick Electrical	104	792.00	Chq 1203	Purchase & Install Burco Boile
<b>Total Payments</b>			<b>26,949.42</b>		

## Detailed Income &amp; Expenditure by Budget Heading 09/09/2021

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	280,352	135,971	271,941	135,971			50.0%	
1080 Council Tax Support Grant ENDE	3,883	0	0	0			0.0%	
1090 Grants/Donations Received	5,313	3,474	0	(3,474)			0.0%	
1100 Bank Interest	305	16	385	369			4.3%	
1200 Allotment Inc/ Thornborough Rd	1,085	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	583	0	583	583			0.0%	
1250 Bowling Green & Pavilion Hire	833	1,000	1,025	25			97.6%	
1300 Whitwick Park Hall Hire	1,326	3,648	2,500	(1,148)			145.9%	
1350 Other Income	10,622	0	1	1			0.0%	
<b>Income :- Income</b>	<b>304,303</b>	<b>144,108</b>	<b>277,475</b>	<b>133,367</b>			<b>51.9%</b>	<b>0</b>
<b>Net Income</b>	<b>304,303</b>	<b>144,108</b>	<b>277,475</b>	<b>133,367</b>				
<b>200 Salaries</b>								
4000 Office Admin Salaries	44,197	19,113	48,171	29,058		29,058	39.7%	
4001 Office Apprentice	0	0	15,000	15,000		15,000	0.0%	
4010 Park Hall Caretakers	2,751	1,034	6,358	5,324		5,324	16.3%	
4020 Parish Warden	0	0	783	783		783	0.0%	
4040 Employers NI	3,851	1,621	3,994	2,373		2,373	40.6%	
4050 Employers Pension	1,468	615	1,550	935		935	39.7%	
4055 Sickness Contingency/ Holiday	0	0	5,550	5,550		5,550	0.0%	
<b>Salaries :- Indirect Expenditure</b>	<b>52,266</b>	<b>22,383</b>	<b>81,406</b>	<b>59,023</b>	<b>0</b>	<b>59,023</b>	<b>27.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(52,266)</b>	<b>(22,383)</b>	<b>(81,406)</b>	<b>(59,023)</b>				
<b>210 Administration</b>								
4110 Stationery/Postage/Consumables	435	65	600	535		535	10.9%	
4120 Printing	409	87	592	505		505	14.7%	
4130 Bank Charges	118	30	100	70		70	29.6%	
4150 Parish Website	485	90	1,000	910		910	9.0%	
4160 Getmapping (Parish Online)	150	0	159	159		159	0.0%	
4170 Office Equipment	413	1,197	750	(447)		(447)	159.6%	1,197
4180 Software Licences/Support	975	877	1,545	668		668	56.7%	
4310 Subscriptions and Memberships	1,282	1,646	1,472	(174)		(174)	111.8%	
4320 Insurance	2,109	1,921	2,260	339		339	85.0%	
4330 Audit	1,210	450	1,285	835		835	35.0%	
4335 GDPR	1,050	1,050	1,030	(20)		(20)	101.9%	
4340 Professional Fees	2,575	1,996	7,000	5,004		5,004	28.5%	1,996
4350 Staff Training	220	499	850	351		351	58.7%	

## Detailed Income &amp; Expenditure by Budget Heading 09/09/2021

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Councillors Training	160	0	850	850		850	0.0%	
4370 Staff Recruitment	0	0	200	200		200	0.0%	
4380 Election Contingency	0	0	3,670	3,670		3,670	0.0%	
4390 General Contingency	3,744	668	27,000	26,332		26,332	2.5%	
Administration :- Indirect Expenditure	<u>15,335</u>	<u>10,576</u>	<u>50,363</u>	<u>39,787</u>	<u>0</u>	<u>39,787</u>	<u>21.0%</u>	<u>3,193</u>
Net Expenditure	<u>(15,335)</u>	<u>(10,576)</u>	<u>(50,363)</u>	<u>(39,787)</u>				
6000 plus Transfer from EMR	190	3,193						
Movement to/(from) Gen Reserve	<u>(15,145)</u>	<u>(7,383)</u>						
<u>300 Community Initiatives</u>								
4510 VAS Project	7,500	0	1,500	1,500		1,500	0.0%	
4511 Contingency for VAS compliance	605	0	1,065	1,065		1,065	0.0%	
4520 Salt Bins	1,003	156	1,050	894		894	14.8%	
4525 Benches	1,137	1,240	1,150	(90)		(90)	107.8%	550
4530 Newsletter and Media	1,150	575	1,525	950		950	37.7%	
4540 SUSPENDED Community Events&Com	61	0	0	0		0	0.0%	
4541 Community Lamppost Poppies	60	0	360	360		360	0.0%	
4542 Community Christmas Lighting	0	278	500	223		223	55.5%	278
4550 Community Grant Scheme	1,000	500	2,250	1,750		1,750	22.2%	
Community Initiatives :- Indirect Expenditure	<u>12,515</u>	<u>2,748</u>	<u>9,400</u>	<u>6,652</u>	<u>0</u>	<u>6,652</u>	<u>29.2%</u>	<u>828</u>
Net Expenditure	<u>(12,515)</u>	<u>(2,748)</u>	<u>(9,400)</u>	<u>(6,652)</u>				
6000 plus Transfer from EMR	946	828						
Movement to/(from) Gen Reserve	<u>(11,569)</u>	<u>(1,921)</u>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	948	237	845	608		608	28.0%	
4210 Water Charges	168	90	180	90		90	49.8%	
4220 Business Rates	0	324	0	(324)		(324)	0.0%	
4250 Internet/Phone	557	205	750	545		545	27.4%	
4260 Fire Extinguisher Servicing	10	0	237	237		237	0.0%	
4270 Security Servicing	83	0	285	285		285	0.0%	
4280 PAT Testing	56	0	70	70		70	0.0%	
4460 Repairs and Maintenance	123	162	200	38		38	81.0%	
Community Office Running Costs :- Indirect Expenditure	<u>1,944</u>	<u>1,018</u>	<u>2,567</u>	<u>1,549</u>	<u>0</u>	<u>1,549</u>	<u>39.7%</u>	<u>0</u>
Net Expenditure	<u>(1,944)</u>	<u>(1,018)</u>	<u>(2,567)</u>	<u>(1,549)</u>				
6000 plus Transfer from EMR	50	0						
Movement to/(from) Gen Reserve	<u>(1,894)</u>	<u>(1,018)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Park Hall Running Costs</b>								
4200 Electricity	822	377	1,087	710		710	34.7%	
4210 Water Charges	477	257	580	323		323	44.3%	
4220 Business Rates	(990)	169	1,221	1,052		1,052	13.9%	
4260 Fire Extinguisher Servicing	32	0	164	164		164	0.0%	
4270 Security Servicing	0	0	131	131		131	0.0%	
4280 PAT Testing	43	0	45	45		45	0.0%	
4310 Subscriptions and Memberships	241	70	300	230		230	23.3%	
4410 Waste Collection	0	0	120	120		120	0.0%	
4420 Consumables	25	42	281	239		239	14.9%	
4440 Sewer Pump Servicing	0	0	100	100		100	0.0%	
4450 Boiler Servicing	109	0	212	212		212	0.0%	
4460 Repairs and Maintenance	146	3,082	9,364	6,282		6,282	32.9%	2,288
4480 Running Costs Contingency	0	0	0	0		0	0.0%	
Park Hall Running Costs :- Indirect Expenditure	906	3,998	13,605	9,607	0	9,607	29.4%	2,288
Net Expenditure	(906)	(3,998)	(13,605)	(9,607)				
6000 plus Transfer from EMR	0	2,288						
Movement to/(from) Gen Reserve	(906)	(1,711)						
<b>405 Pavilion and Other Building</b>								
4200 Electricity	1,277	178	1,583	1,405		1,405	11.2%	
4210 Water Charges	1,432	771	1,576	805		805	48.9%	
4460 Repairs and Maintenance	378	1,267	1,250	(17)		(17)	101.4%	233
4480 Running Costs Contingency	0	295	0	(295)		(295)	0.0%	61
Pavilion and Other Building :- Indirect Expenditure	3,087	2,511	4,409	1,898	0	1,898	56.9%	294
Net Expenditure	(3,087)	(2,511)	(4,409)	(1,898)				
6000 plus Transfer from EMR	0	294						
Movement to/(from) Gen Reserve	(3,087)	(2,217)						
<b>410 Railway Station Building</b>								
4450 Boiler Servicing	0	0	74	74		74	0.0%	
4460 Repairs and Maintenance	1,485	2,996	1,545	(1,451)		(1,451)	193.9%	2,996
4480 Running Costs Contingency	0	0	1,030	1,030		1,030	0.0%	
4490 Repairs and Renewals Fund	500	1,890	515	(1,375)		(1,375)	367.0%	1,375
Railway Station Building :- Indirect Expenditure	1,985	4,886	3,164	(1,722)	0	(1,722)	154.4%	4,371
Net Expenditure	(1,985)	(4,886)	(3,164)	1,722				
6000 plus Transfer from EMR	0	4,371						
Movement to/(from) Gen Reserve	(1,985)	(515)						

## Detailed Income &amp; Expenditure by Budget Heading 09/09/2021

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	250	250		250	0.0%	
4470 Annual Lease	600	0	600	600		600	0.0%	
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	291	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	<u>1,841</u>	<u>0</u>	<u>2,100</u>	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(1,841)</b>	<b>0</b>	<b>(2,100)</b>	<b>(2,100)</b>				
<u>430 Grounds Maintenance</u>								
4710 Grounds Maintenance	14,903	7,958	11,936	3,978		3,978	66.7%	
4715 Grass Cutting/Strimming	23,406	13,266	21,082	7,816		7,816	62.9%	
4720 Litter Pick/Bin emptying	1,116	813	1,095	282		282	74.3%	
4725 Shrubs/Flower Displays	11,802	8,216	10,248	2,032		2,032	80.2%	
4730 Park Ranger Service	67,114	29,971	55,892	25,921		25,921	53.6%	
4735 Playground Insp/Maintenance/Sw	5,592	75	6,000	5,925		5,925	1.3%	
4736 Bowling Green	7,213	4,273	5,560	1,287		1,287	76.9%	
4737 Other GM Works	5,254	6,007	6,867	860		860	87.5%	4,750
4740 Tree Inspection/Surveys	0	0	5,000	5,000		5,000	0.0%	
4741 Tree Maintenance	275	440	6,000	5,560		5,560	7.3%	
Grounds Maintenance :- Indirect Expenditure	<u>136,674</u>	<u>71,019</u>	<u>129,680</u>	<u>58,661</u>	<u>0</u>	<u>58,661</u>	<u>54.8%</u>	<u>4,750</u>
<b>Net Expenditure</b>	<b>(136,674)</b>	<b>(71,019)</b>	<b>(129,680)</b>	<b>(58,661)</b>				
6000 plus Transfer from EMR	2,900	4,750						
<b>Movement to/(from) Gen Reserve</b>	<b>(133,774)</b>	<b>(66,269)</b>						
<u>450 Repairs and Renewals Fund Land</u>								
4460 Repairs and Maintenance	0	0	2,425	2,425		2,425	0.0%	
4600 Play Equipment	0	25,000	0	(25,000)		(25,000)	0.0%	25,000
Repairs and Renewals Fund Land :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>2,425</u>	<u>(22,575)</u>	<u>0</u>	<u>(22,575)</u>	<u>1030.9%</u>	<u>25,000</u>
<b>Net Expenditure</b>	<b>0</b>	<b>(25,000)</b>	<b>(2,425)</b>	<b>22,575</b>				
6000 plus Transfer from EMR	0	25,000						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<u>460 Projects/ Initiatives</u>								
4610 Open Spaces Signage	304	0	0	0		0	0.0%	
4620 Park Entrance Improvements	0	0	2,450	2,450		2,450	0.0%	



Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4630 SUSPENDED 01/21New Proj's/Init	2,000	0	0	0		0	0.0%	
4635 Climate Change Action Fund	0	0	3,000	3,000		3,000	0.0%	
4640 Fencing - New and repairs	1,943	0	5,000	5,000		5,000	0.0%	
4650 Projects with Grants/Donations	1,056	75	0	(75)		(75)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	<u>5,303</u>	<u>75</u>	<u>10,450</u>	<u>10,375</u>	<u>0</u>	<u>10,375</u>	<u>0.7%</u>	<u>0</u>
Net Expenditure	<u>(5,303)</u>	<u>(75)</u>	<u>(10,450)</u>	<u>(10,375)</u>				
6000 plus Transfer from EMR	1,753	0						
Movement to/(from) Gen Reserve	<u>(3,550)</u>	<u>(75)</u>						
Grand Totals:- Income	304,303	144,108	277,475	133,367			51.9%	
Expenditure	231,857	144,215	309,569	165,354	0	165,354	46.6%	
Net Income over Expenditure	<u>72,446</u>	<u>(107)</u>	<u>(32,094)</u>	<u>(31,987)</u>				
plus Transfer from EMR	5,839	40,723						
Movement to/(from) Gen Reserve	<u>78,285</u>	<u>40,616</u>						

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

**MINUTES of the STAFFING COMMITTEE held on WEDNESDAY 25 AUGUST 2021 at 5.15 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor T Gillard (Chairman)

Cllrs L Collins, L Spence

In Attendance:

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

3 members of the public

[Parish Manager's Note: incorrect item numbers were shown on the agenda 2514 – 2522 and items have therefore been correctly renumbered now.]

**2582. ELECTION OF CHAIRMAN**

**Resolved: That Cllr T Gillard be elected as Chairman of the Committee for this civic year.**

**2583. APOLOGIES FOR ABSENCE**

None.

**2584. DECLARATIONS OF INTEREST**

None.

**2585. PUBLIC QUESTIONS AND ANSWER SESSION**

A member of the public expressed their reservations about the decision in January 2021 to make an apprentice appointment as the report (Item 2588) indicated that there were different staffing needs to be met by the Council. A question was asked about the funding set aside, a reminder of the clear recommendations in the independent report commissioned in 2020, the repeated reports on increasing responsibilities that the parish council now held as a substantial landowner and suggestions made on how to avert the increasing risk of failing to function. A reminder was also given about a committee responsibility to the Parish Manager and a recommendation in the report that was yet to be fully considered. The additional workload caused by the pandemic and the new H&S responsibilities and reviews had added hugely to the problems. The Chairman responded to the questions raised and felt the Committee would be able to find a way forward.

**2586. MINUTES**

**Resolved that the minutes of the meeting held on 8 October 2020 be approved as a correct record.**

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

### **2587. TERMS OF REFERENCE**

**Resolved that the terms of reference be accepted without any amendments, being signed straightaway by three members.**

### **2588. PARISH MANAGER'S REPORT**

The report was noted and discussed by members. A question was put to a member of the public for advice, which was given. The Parish Manager additionally reported that work as RFO was not being fully completed, with an estimated shortfall of one day per week. Succession planning was discussed and accepted as an earlier priority than previously anticipated, with an identified need for external recruitment. The Parish Manager could seek recruitment procedural advice from LRALC if the council wished.

### **2589. REVIEW OF COUNCIL DECISION**

**Resolved that, as suggested by the parish council, appointment of a new apprentice role be deferred as the current capacity for an intense training opportunity was not viable; the funding allocation to be used for a new staffing post.** An apprenticeship could be researched at a future time when time could be dedicated to the supervision and training.

### **2590. STAFF APPOINTMENT REVIEW**

Members discussed their views and the Parish Manager highlighted the identified operational risk that the council faced by not having a Deputy Parish Manager. Two different proposals were made, with reservations by one member on the line management structure for staff in a small council. **Resolved that a recommendation be put to the parish council for a vacancy to be advertised for a 'Senior Administrative Assistant' to work for 3 days per week (22.5 hours) on a permanent contract at scale point 18.** The Parish Manager asked about management of the council functions in the event of any illness and the remaining need for a locum clerk but it was suggested that 'acting pay' could be offered to the new staff member.

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

The meeting terminated at 5.57 pm.

*No dates were set for further meetings.*