



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)

12 November 2020

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held **VIRTUALLY** at **7.00pm** on **Thursday, 19 November 2020** (*under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020*) for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles, PSLCC
Parish Manager

N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. If members of the public do not wish to appear on camera you should turn off your video setting. **Please can everyone read the advice and important information at the end of this agenda.**

This meeting is being held over the internet and NOT IN PERSON AT PARK HALL

You can join the meeting at: <https://us04web.zoom.us> – see info on last page
Meeting ID: 875 1767 8585 **Passcode: 03112011**

PARISH COUNCIL VIRTUAL MEETING AGENDA

Members asked to state their name and introduce themselves at the beginning of the meeting to identify that they are present. The Parish Manager will sign the attendance register for you.

2310. CHAIRMAN'S OPENING STATEMENT

2311. APOLOGIES FOR ABSENCE

Parish Manager: Cathy Tibbles, Whitwick Community Office, 3a Market
Place, Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org)

2312. 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).

2313. MINUTES

To approve the minutes of the previous virtual meetings held on 24 September and 15 October 2020 (see attached).

2314. PUBLIC QUESTION AND ANSWER SESSION

2315. PARISH MANAGER'S DELEGATED DECISIONS

Delegated decisions made on planning matters – see later agenda item.

Delegated decision taken following the new national lockdown introduced from 5 November - closure undertaken of all parish council buildings to public, hirers and visitors. Essential work will continue in the Community Office with limited overlapping by staff. The parks and playground equipment remain open but guidance has made it necessary to close the tennis courts. Park Brew coffee morning cancelled on Sunday 29 November to prevent a public gathering.

Members' to note the information.

2316. WHITWICK COMMUNITY CRISIS TEAM

Members to note that with the latest lockdown from 5 November 2020 there is an anticipated need to provide more 'phone buddies' to help support residents overcome isolation or other issues in the months ahead. Ms Colledge is endeavouring to continue to meet the needs of residents in the most practical way so a list is being compiled of volunteers who feel able to help in this way. Prescription delivery is continuing but food support is now given by the 'Feed The Need' group who have supported Whitwick referrals from the outset.

Members' to note the information.

2317. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) Project Working Party – VAS (Vehicle Activated Signs)
- b) Standing Orders Review meeting – meeting on 5 March postponed, new virtual date agreed (subject to confirmation)

- c) Finance Working Party–no further meetings held – awaiting first draft budget and member input (see later agenda item); virtual meeting date then to be agreed by email;
- d) Civic Protocols Link Councillor – draft policy being reviewed by the Chairman
- e) Defibrillator Link Councillors
- f) Flood Action Plan Link Councillor
- g) Quarry Link Councillor
- h) Website Working Party - update on progress
- i) Whitwick Historical Group Link Councillor(s)
- j) Hermitage Leisure Centre Steering Group Link Councillor
- k) Royal British Legion Link Councillor

Members' instructions are requested.

2318. CONSULTATIONS

Members to consider the three NHS clinical commissioning groups covering Leicester, Leicestershire and Rutland are consulting on proposals to spend £450 million transforming acute hospital and maternity services. Deadline for reply to the Building better Hospitals for the Future consultation is 21 December, 2020 and details are available at www.betterhospitalsleicester.nhs.uk

Members' instructions are requested.

2319. NEIGHBOURHOOD PLAN

At the request of Cllr Wyatt, members to consider the topic of undertaking a Neighbourhood Plan for Whitwick.

Members' instructions are requested.

2320. POLICY REVIEW AND ADOPTION

Members to consider:

- a) following advice, the extension of the Complaints Policy is recommended with a new Areas for Improvement suggestion form (to follow).
- b) with the arrival of the 3 flags and imminent installation of the new parish council flagpole, the adoption of the Flag Flying Policy is now required. A draft was previously considered (see latest version attached) and the Parish Manager suggests this is later incorporated into the Civic Protocols Policy when that is finalised and adopted.

Members' instructions are requested.

2321. GRANT APPLICATIONS

Members to consider St. John the Baptist Church Whitwick requesting £250 towards cost of siting Christmas Tree, installing electrics and making good safety procedures. Groups unable to attend the annual Whitwick Christmas

Carols event due to covid but the group wish to spread Christmas cheer to the village (information enclosed for members only).

2322. BYELAWS

Following consideration of the legal implications on parish byelaws for those operated by NWLDC, an update has been requested from the District Legal Services team (information to follow if/when available).

Members' instructions are requested.

2323. COMMUNITY EVENTS

Following cancellation and changes to community events since first lockdown and the current National Lockdown, members to consider:

- a) Christmas Lights: members to note that the licence has been granted by LCC for the installation by the parish of solar powered Christmas Lights, with a reminder of the parish responsibility to test the brackets;
- b) In the absence of a working party, volunteers required to test all lights, agree the date that lights may be put up with social distancing (on or before Sunday 29 November is no longer recommended because of lockdown) and arrangements to take down on/by Tuesday 5 January 2021;
- c) Chairman to update members on Park Brew event held on Sunday 25 October – next event on Sunday 29 November at 10am CANCELLED due to current lockdown. Arrangements made for next Park Brew event on Sunday 20 December from 10 am when we hope to publicise the Community Safety partnership and the possible creation of a new Memorial Garden in Whitwick Park;
- d) Coffee Connect – offer from Rural Community Council to make a return visit to Whitwick Park and re-connect with visitors that had previously been met, with a voluntary donation basis to help fund further initiatives;

Members' instructions are requested.

2324. APPOINTMENT OF INTERNAL AUDITOR

Members to consider appointment of the Internal Auditor for 2020/21: Redwood Pryor Ltd have indicated their willingness to again undertake this work, in line with the previous appointment by the council.

Members' instructions are requested.

2325. EXTERNAL AUDITOR REPORT

Members to be updated on the response of the External Auditor for 2019/20, following one query that has been responded to by the Responsible Finance Officer. Report is awaited and due to be received before the extended deadline of 30 November (to follow when received).

Members' instructions are requested.

2326. BUDGET PLANNING – 2021/2022 AND BEYOND

Members to consider:

- a) suggestions for parish improvements – individual input requested from all members at the last meeting (information to follow – 2 replies received so far);
- b) draft budget for 2021/22 (information to follow when produced or to be deferred if not available);

Members' instructions are requested.

2327. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

- a) To receive the minutes of the PMGP Committee meeting held on 1 October and 5 November 2020 and to note the delegated decisions taken (information attached).

Members to note the information.

- b) As detailed at Item 2301 (12) on page 552: to consider the request of the Committee to release monies from Capital Reserves to fund replacement of some equipment at Holly Hayes and Hilary Crescent play areas (see further information attached from Cllr Barker and RFO);
- c) As detailed at Item 2308 (b) on page 555: that following a satisfactory review, members to consider recommendation of the Committee to extend the term of the Grounds Maintenance contract from 31/03/2022 for a further 2 years to 31/03/24 (separate report and recommendation from the Parish Manager attached to follow).

Members' instructions are requested.

2328. STAFFING COMMITTEE MEETING

To receive the minutes of the Staffing Committee meeting held on 8 October 2020 (see attached);

Members to note the information.

2329. PLANNING MATTERS

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

REF 20/01687/FUL - 91 Rosslyn Road - Proposed two storey side and rear extensions plus single storey rear extensions (Deadline 3 December)

REF 20/01554/FUL - Former Church Hall North Street - Part change of use from community use to office and storage uses (Use Classes E and B8) (Deadline 23 November)

REF 20/01546/FUL - 120 Talbot Street - Demolition of existing conservatory and erection of a single storey rear extension, reduction in garage footprint and erection of a front extension (Deadline 11 November, extension granted to 20 November)

REF 20/01499/TPO – 9 Jarvis Way - Removal of branch from oak tree (Protected by Tree Preservation Order) (Deadline 17 November, extension requested to 20 November)

REF 20/01489/FUL - : 5 Rosslyn Road Single storey rear and side extension with raised decking area to rear (Deadline 18 November, extension granted to 20 November)

AMENDMENT to original application: REF 19/01961/FULM - Land At Spring Lane Swannington - Proposal: Hybrid planning application for development of the site comprising: full application for the change of use of land for use as a caravan site as defined by S336 of the Town and Country Planning Act, together with associated works. Outline application for the erection of associated restaurant/bar/shop and office (access only)

[Response requested by 23/11/20]

b) Decisions

NWLDC have now approved the following applications:

REF 20/01354/FUL – 7 Clarke Close - Erection of a two-storey side and single-storey rear extension

REF 20/01312/FUL – 18 Stinson Way - Demolition of existing side extension and erection of replacement single storey side extension

REF 19/02486/FUL (amended)- 52 - 66 Silver Street - Demolition of existing buildings and erection of 6 dwellings and 1 no. flat over garaging, to include the creation of a vehicular access, parking provision and landscaping

REF 20/01214/TPO - Birch House 25 Silver Street - Crown reduction of 1no. Ash tree (Protected by Tree Preservation Order)

REF 20/01159/FUL - 84 Loughborough Road - Widen existing vehicular access

Members' to note the information.

2330. DISTRICT COUNCILLORS' REPORTS

2331. COUNTY COUNCILLOR'S REPORT

2332. PARISH MANAGER'S REPORT AND MATTERS PENDING

The Parish Manager to submit report, including a separate report on the SLCC virtual National Conference, together with a list of matters which have previously been considered by the Council where action is not yet completed (see enclosed).

Members' instructions are requested.

2333. ACCOUNTS FOR PAYMENT

a) To note that income received of £937.10 for the latest period, (see receipts listing attached);

- b) To approve the following payments of £22,247.36 including salaries of £4,106.14 for the latest period (see payments listing attached);
- c) To note the latest income and expenditure account for 2020/21 (information attached);
- d) To note the latest bank balances at the last month end as Unity current a/c £(to be confirmed); Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;

Members' instructions are requested.

Date of next virtual meeting:

Thursday 10 December 2020 at 7 pm

PARISH COUNCIL VIRTUAL MEETING HOW TO JOIN

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You can join the meeting at: <https://us04web.zoom.us> – click on 'Join a Meeting' and enter the Meeting ID and the Passcode shown on the front of this agenda.

This will take you to the parish council meeting (being admitted to a 'waiting room' until the meeting is ready to start). Public participation is limited to the item for Public Questions only. Time will also be limited for decision making so please help if you can by asking essential questions only. If anyone is unable to access the internet then join by phone by dialling any of these numbers (but then use Meeting ID and passcode as above):

+44 203 481 5240 United Kingdom	+44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom	+44 203 051 2874 United Kingdom

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MINUTES of the SPECIAL MEETING of WHITWICK PARISH COUNCIL held VIRTUALLY ONLINE (via Zoom) on THURSDAY 24 SEPTEMBER 2020 at 7 pm under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor L Collins (Chairman)

Cllrs A Barker, L Gillard, S Gillard, T Gillard, P Moulton, T Oldham, L Spence, R Woodward and M Wyatt

In Attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

7 members of the public.

2260. APOLOGIES FOR ABSENCE

Cllr J Straw.

**2261. ADMISSION OF HONORARY FREEMAN
– COUNCILLOR RAY WOODWARD**

The Chairman welcomed everyone to the meeting, which was a first for her to be chairing a special meeting of Whitwick Parish Council where members were honouring a past Chairman – Councillor Ray Woodward. She said it was nice to be able to put political differences aside and commend someone who had served his community for nearly 30 years. There would be an opportunity for councillors and members of the public to pay tribute if they wished. She would be asking Cllr Barker to propose his motion and Cllr T Gillard to second the motion.

Cllr Barker said he had entered the motion to call for this award under Standing Orders dated 17.5.18 and that had been seconded by Cllr Straw. Cllr Barker had been honoured to propose Councillor Woodward for this award and was probably the person to have known him the longest in the village. He felt it was fully deserved for all the work he had done and it was right to honour him in this way.

Cllr Moulton commended Councillor Woodward on the outstanding work over the years. Through his work with him in the Labour party he had seen sterling work done and the honour was fully deserved. Cllr Wyatt said that he could not vote for this proposal.

Mr Everitt said as a District Councillor he had known Councillor Woodward for 20 years and there had been lively meetings, sometimes also attended by Nita Pearson as Friends of Thringstone. Nobody was more loyal than Ray but if he disagreed with you, he would let you know. Mr. Everitt was

proud to know him and they respected each other. He was certainly a man for the people and when he got the bit between his teeth he would carry on until he succeeded for the people.

Ms Colledge thought it was an absolute credit to put in so many years of unpaid service and said well done to anyone who achieved that.

Mr. Roberts congratulated Councillor Woodward, saying he must have been very young when he got on his first council. He had known Ray for a long time and done a lot of door knocking together, being a model to him of how to behave and he had learned a lot.

The Parish Manager had received messages of congratulations and best wishes from Bev Smith, Chief Executive of North West Leicestershire District Council and from Sgt. Dolby, the Neighbourhood Sgt. for Leicestershire Police. The Parish Manager then said she personally considered herself very lucky to work in the community of Whitwick because of people like Councillor Woodward. He had a clear passion for what is best for the people who lived and worked here, always willing to help others and volunteer for extra jobs that made a huge difference to the work of staff. He sought no thanks for what he did but clearly had a fount of local knowledge and history that she benefitted from in her work for Whitwick. Thank you, Councillor Woodward.

The Chairman requested councillors who had turned their cameras off to put them back on for the vote.

Councillor Woodward said that when he had been told last week about the Award he had been astounded. He had never expected it and upon hearing of the proposal his chest had filled out with pride and love for everyone who had spoken so kindly at this meeting.

The Award was duly signed and sealed upon resolution that in exercise of its powers un Section 249(5) and (6) of the Local Government Act 1972, the Parish Council hereby admits Councillor Ray Woodward as the second Honorary Freeman of the Parish of Whitwick by way of nearly 30 years faithful and devoted service as an elected councillor chosen by local people to represent them and their community.

Councillor Woodward thanked the council for this honour, saying he had been helped along the way by Sue Colledge and others who had worked together. He thanked the former Clerk and Assistant Clerk for their earlier work and Cathy Tibbles and Chloe Mabey for their work in the Community Office that helped him now. The past 10 years had been a great ride and he would always want to continue to work together for the future of Whitwick.

Full signature of Chairman: Date:

The meeting terminated at 7.19 pm.

The Parish Manager announced that she and the Chairman would now leave the Community Office and travel to present the Award to Councillor Woodward outside his home, where photos would be taken. An opportunity was left for those attending the Zoom meeting to continue to share their congratulations and good wishes on the special occasion and possibly to see the Award when it had been handed over to Councillor Woodward.

[Parish Managers Note: This event would normally conclude with a buffet reception as a proper celebration. Unfortunately, due to the current pandemic restrictions this could not be held for Councillor Woodward, the council, his family and friends. It was planned that 'part two' of this event would instead be held at a later date when social gatherings on this scale could safely take place. This may possibly be held at Park Hall, potentially at the Annual Meeting in May 2021, if local conditions had changed to allow an appropriate celebration to happen.]

Date of next council meeting: Thursday 15 October at 7 pm

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held VIRTUALLY ONLINE (via Zoom) on THURSDAY 15 OCTOBER 2020 at 7 pm under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor L Collins (Chairman)

Cllrs A Barker [Item 2281 - end], L Gillard [Items 2280-2289 only], S Gillard, T Gillard [Item 2281 - end], P Moulton, T Oldham, L Spence, J Straw, R Woodward and M Wyatt

In Attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

2 members of the public

The Chairman reminded members to mute their connection if they were not in a quiet location.

2280. APOLOGIES FOR ABSENCE

None.

2281. DECLARATIONS OF INTEREST

Cllr Collins declared a disclosable non-pecuniary interest as a member 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 member of Leisure Centre Steering Group.

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

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

See also Item 2282.

[Cllr Barker joined the meeting at 7.02 pm]

[Cllr T Gillard joined the meeting at 7.05 pm]

2282. MINUTES

Resolved that the minutes of the meeting held on 17 September 2020 be approved as a correct record. The minutes of the meeting held on 24 September 2020 had not yet been circulated and were deferred.

Following a question, discussion and on the instruction of Cllr T Gillard, Cllr S Gillard declared a non-pecuniary interest in all planning matters.
Cllr T Gillard declared a non-pecuniary interest in all planning matters.
Cllr Wyatt declared a non-pecuniary interest in all planning matters.

2283. PUBLIC QUESTION AND ANSWER SESSION

A member of the public asked for a statement of thanks from the Woodstock in Whitwick Committee to be given to JR Landscaping contractors for fixing the Wheelchair Roundabout in Whitwick Park at no cost. This gesture of repairing the latest vandalism to the item was appreciated by the local community.

A member of the public asked Cllr T Gillard for an update on a previous question regarding getting a replacement post box at the end of St. Bernards Road. Cllr T Gillard replied he had emailed Royal Mail about this and in anticipation of a question had tried to call them – however it would cost £3.45 per minute to speak to them so he had not been able to do so.

2284. PARISH MANAGER'S DELEGATED DECISIONS

Delegated decisions had been taken on planning matters and detailed later under that item. The Parish Manager anticipated taking a delegated decision regarding the operation of Park Hall and council buildings if the anticipated change to coronavirus guidance was introduced.

2285. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved/noted:

- a) Project Working Party – VAS (Vehicle Activated Signs) – Cllr Barker reported this was not happening very quickly and 3 posts were still awaiting installation. A resident had emailed his utter disappointment with the County Council's lack of enthusiasm to address speeding in the village as he felt the project that started in May 2019 should have been finished a year ago. Cllr T Gillard agreed to chase this matter;
- b) Christmas Lights – the Parish Manager said she would need to submit the Licence Application for this;
- c) Standing Orders Review meeting – the Parish Manager to set a meeting date for November;
- d) Finance Working Party–meeting held on 8/10/20, notes circulated and recommendations considered later in the meeting;
- e) Civic Protocols Link Councillor – the Chairman was still revising the draft;
- f) Defibrillator Link Councillors – Cllr Barker had received an interesting email from a company;
- g) Flood Action Plan Link Councillor – Cllr Woodward reported that water courses seemed to be running well;
- h) Quarry Link Councillor – no meeting had been held;
- i) Website Link Councillors – the Parish Manager said the new company had been communicating regularly with Ms Mabey;
- j) Whitwick Historical Group Link Councillor(s) – Cllr Moulton reported the building would open to the public soon and an AGM booked for 5

November; repairs were in progress this week and the boiler being replaced on 27 October; the Group Chairman's report had thanked Cllr Moulton, as Link Councillor, for his assistance and the Parish Manager for her help and advice to the Historical Group;

- k) Hermitage Leisure Centre Steering Group Link Councillor – Cllr Moulton had not received any information but Cllr S Gillard said a meeting had been held; the Parish Manager undertook to check if details of Cllr Moulton's appointment had been passed on; Comments were made by members and the Chairman called the meeting to order;
- l) Royal British Legion Link Councillor – see item 2288

2286. CONSULTATIONS

Resolved/noted:

- a) **having considered the consultation carried out by the Department for Transport (DfT) on Pavement parking that legislative change to introduce a London-style pavement parking prohibition throughout England was the preferred option;**
- b) **that the parish response to the government's new white paper 'Planning for the Future' should be based on the draft provided by NWLDC, providing there was no detriment to the parish of Whitwick, with the Parish Manager liaising with the Chairman and Cllr Woodward;**

2287. BYELAWS

The Parish Manager had no update on this matter from NWLDC Legal Services.

2288. COMMUNITY EVENTS

Resolved/noted

- a) Remembrance Parade and service (organised by Royal British Legion) – Cllr Moulton reported that the Whitwick Parade and Service would not be going ahead. On behalf of the Parish Council, the Chairman welcomed Rev. Joanne Dyer to the village and confirmed that she would privately lay a poppy wreath at the Whitwick memorial. Cllr Moulton reported the Legion branch had discussed handing over ownership of the event due to insurance and road closure responsibility. He felt the parish council would have to consider costs and implications before making a decision.
- b) **Poppies on Lampposts (parish organised event) – resolved that members who could safely do this within social distancing guidelines would start putting them up on 25 October;**
- c) to encourage residents to put a coloured picture of a poppy in their windows to show their support for Remembrance Sunday and/or 11 November;
- d) **to set the provisional date, subject to the coronavirus restrictions next year, of Sunday 23 May 2021 for Picnic in the Park to celebrate the 10th birthday of the Parish Council;**

- e) **as requested by the Finance Working Party, the Chairman and Cllr Woodward agreed to form an Event Working Party for the Picnic In The Park;** the Chairman invited Cllr Wyatt, with his experience of Coalville's Party In The Park, to attend a meeting when one was arranged; Cllr Wyatt replied he would speak to the Parish Manager; the Chairman would also contact Ms. Colledge for ideas from her experiences with Woodstock in Whitwick;

2289. BUDGET PLANNING - 2021/2022 AND BEYOND

Resolved/noted

- a) **the Parish Manager to canvass members for their written improvements/suggestions of what they wished to see in the parish as a tool for budget planning (e.g. playground refurbishment, biodiversity compliance, memorial garden and parish anniversary event);**
- b) **on the recommendation of the Finance Working Party meeting (as reported earlier), resolved to establish a new earmarked reserve of £10,000 towards unknown cost of riparian ownership and liabilities;**
- c) there were no suggested refinements to the budget structure.

[Cllr L Gillard left the meeting at 7.52 pm]

2290. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting held on 1 October 2020 had not yet been circulated and were deferred.

2291. STAFFING COMMITTEE

The minutes of the meeting held on 8 October 2020 had not yet been circulated and were deferred.

Following annual review of the Terms of Reference at July Council meeting, no requests were made by the Committee for any amendments.

2292. PLANNING MATTERS

a) Applications

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

REF 20/01378/FUL - 188 Thornborough Road - Demolition of existing bungalow and erection of two storey dwelling – **no objection**

REF 20/01354/FUL – 7 Clarke Close - Erection of a two-storey side and single-storey rear extension (Re-consultation) – **no objection**

REF 20/01312/FUL – 18 Stinson Way - Demolition of existing side extension and erection of replacement single storey side extension – **no objection**

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

REF 19/02486/FUL - 52 - 66 Silver Street - Demolition of existing buildings and erection of 8 dwellings and 1 no. flat over garaging, to include the creation of a vehicular access, parking provision and landscaping
Delegated decision made by Parish Manager – no objections raised

b) Decisions

NWLDC had approved the following applications:

REF 20/01304/FUL – 47 Barr Crescent - Erection of a single-storey rear extension

REF 20/01256/FUL - 10 Torrington Avenue - Erection of a single-storey side extension to provide for a garage

REF 20/01179/TPO – 11 Hervey Woods - Works to 1no. Oak tree (Protected by Tree Preservation Order)

REF 20/01012/FUL – 53 Bonchurch Road - Erection of a single storey rear extension

REF 20/01031/PNH – 118 Talbot Street - Erection of a single storey rear extension measuring 3.6m in length, 2.95m in height to the eaves and 3.95m in height to the ridge

REF 20/01104/VCI - Land To The Rear Of 74 And 76 North Street - Variation of conditions 2,4,5 and 8 of planning permission 17/00775/FUL to reposition the dwelling and garaging

2293. DISTRICT COUNCILLORS' REPORTS

Cllr T Gillard reported that District Council matters continued to be mainly dealing with Covid.

Cllr Barker had wished to ask a question to Cllr L Gillard but, in her absence, it was responded to by Cllr T Gillard, who confirmed the broken glass on the bus shelter at Howe Road had been reported by Cllr L Gillard the previous day.

2294. COUNTY COUNCILLOR'S REPORT

Cllr T Gillard reported that County Council matters continued to be mainly dealing with Covid and gave an update on figures and support material.

2295. PARISH MANAGER'S REPORT AND MATTERS PENDING

Noted.

2296. ACCOUNTS FOR PAYMENT

Resolved/noted that:

- a) following a request by the Responsible Financial Officer, an allocation had been made by NWLDC from the Business Support Grant received from central government of £10,000 for Park Hall. It was noted that this allocation did not cover loss of income and costs incurred by staff

managing and responding to the many coronavirus issues being experienced.

- b)** income received of £152,405.32 for the latest period, including the second instalment of the precept of £140,176.00 (as circulated);
- c) to approve the payments of £6,878.58, including salaries of £4,616.40 for the latest period (as circulated);**
- d)** the latest income and expenditure account for 2020/21 (as circulated);
- e)** the quarterly financial checks by the Chairman as part of the system of internal control had taken place;
- f)** the latest bank balances at the last month end as Unity current a/c £319,655.82; Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;

Members wished to return to earlier discussions as the Chairman was closing the meeting. The Chairman said that the agenda had been completed and with no more decisions to be made the meeting was duly closed. The virtual meeting was ended by the Parish Manager.

Full signature of Chairman: Date:

The meeting terminated at 8.06 pm

Cllr Barker joined the meeting at 7.02 pm
Cllr T Gillard joined the meeting at 7.05 pm
Cllr L Gillard left the meeting at 7.52 pm

Date of next council meeting: Thursday 19 November 2020 at 7 pm

clerk@whitwickpc.org

From: ESAT, Sabina (NHS LEICESTER CITY CCG) <sabina.esat@nhs.net>
Sent: 01 October 2020 12:21
To: clerk@whitwickpc.org
Subject: Update on Leicester, Leicestershire and Rutland Hospitals Consultation

Categories: Review later

Leicester City Clinical Commissioning Group
West Leicestershire Clinical Commissioning Group
East Leicestershire and Rutland Clinical Commissioning Group



We apologise if you receive this email more than once. It maybe that you are on more than one of our distribution list. We send to more than one distribution list in order to ensure that no key partners are missing out on key information.

Dear Partners and Colleagues,

The three NHS clinical commissioning groups covering Leicester, Leicestershire and Rutland are carrying out a public consultation into proposals to spend £450 million transforming acute hospital and maternity services.

Engagement has taken place on the future of local hospitals over a number of years and we are delighted to now be in a position, with funding agreed in principle, for the proposals to be undergoing public consultation.

We would like to give as many people in Leicester, Leicestershire and Rutland the opportunity to share their views and we appreciate how valuable your support to the local community is. We are asking if you will please help by spreading the word to the local people about the consultation through your own communications channels. This link www.bettercareleicester.nhs.uk/news-and-media-centre/partner-toolkit/ provides a toolkit of resources including a PowerPoint presentation, newsletter articles, leaflets and social media content and additional contents.

The consultation, which runs until 21 December 2020, concerns the services delivered at the three main hospitals in Leicester, run by University Hospitals of Leicester NHS Trust, as well as services delivered at the midwifery-led unit at St Mary's Hospital, Melton Mowbray.

The *Building Better Hospitals for the Future* proposals are set to deliver a number of significant changes in improving patient care, achieving better patient outcomes, and getting staff all working in the best place to make this happen.

The proposals would provide 139 more hospital beds and change acute and maternity services by moving all acute care to the Leicester Royal Infirmary and to Glenfield Hospital.



Among the many exciting developments, this huge investment would see the creation of a major planned care treatment centre at the Glenfield Hospital, the first dedicated single-site children's hospital in the East Midlands, and two 'super' intensive care units with 100 beds in total at the Leicester Royal Infirmary and Glenfield Hospital. It is proposed that a new 'community health campus' with non-acute services (and some in-patient beds) would be created on the site of Leicester General Hospital.

The proposals will help achieve a local healthcare system fit for the 21st Century. We would encourage you to visit the website www.betterhospitalsleicester.nhs.uk to view the full consultation document and have your say via the consultation questionnaire.

If you do need further resource to assist you with sharing the information on the consultation, please contact us on **0116 295 0750** or email beinvolved@LeicesterCityCCG.nhs.uk, and we will try our best to accommodate you.

Thank you

Sue Venables
Head of Engagement and Insights
Leicester, Leicestershire and Rutland CCGs

	Public consultation about proposed £450 million improvements to transform acute and maternity services at Leicester's hospitals	The opportunity to Have your say	<small>Leicester City Council, Leicestershire Clinical Commissioning Group and Leicestershire Health Partnership Group Leicestershire and Rutland Clinical Commissioning Group</small>  Find out more and fill in our survey www.betterhospitalsleicester.nhs.uk 28th September - 21st December 2020
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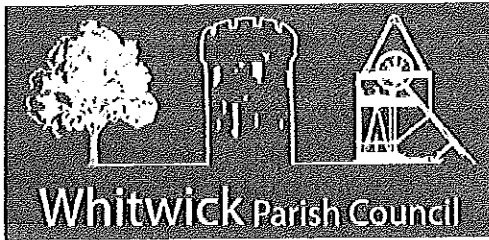
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West Leicestershire Clinical Commissioning Group · 55 Woodgate · Loughborough, Leicestershire LE11 2TZ · United Kingdom



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Flying the Flag

The **St. George Flag** will be flown permanently from the parish council flagpole at the City of Dan, with the following exceptions:

The **Union Flag** is flown at Half Mast on days of National Mourning (normally the death of a principal member of the Royal Family), from the day of the announcement to the day of the funeral. The Union Flag is NOT flown at Half Mast on Remembrance Sunday.

The **Union Flag** will be flown at full mast from morning to dusk on:

6 th February	Accession of HM The Queen (1952)
2 nd Monday in March	Commonwealth Day
21 st April	Birthday, HM The Queen (1926)
8 th May	V.E. Day
2 nd June	Coronation Day (1926)
10 th June	Birthday, HRH Prince Phillip, Duke of Edinburgh (1921)
2 nd Saturday in June	Official Birthday, HM The Queen
21 st June	Birthday, HRH Prince William (1982)
11 th November	Armistice Day
14 th November	Birthday, HRH Prince of Wales (1948)
2 nd Sunday in - November	Remembrance Day

The **Parish Council Flag** will be flown on other Civic Events of special significance, as delegated to the Parish Manager and notified to staff, including the following:

2 nd Thursday in May	Annual Parish Meeting (PARISH COUNCIL FLAG)
3 rd Thursday in May	Annual Meeting of the Parish Council (PARISH COUNCIL FLAG)
4 th week in June	Armed Forces Week (ARMED FORCES FLAG) NB Flown for the whole week
Last Tuesday in November	Christmas Tree Lighting (PARISH COUNCIL FLAG)

The **Parish Council Flag** will be flown at Half Mast as follows:

- Death of a serving Councillor, Past Chairman or Honorary Freeman of the Parish – on the day of the announcement of the death (or when the parish council is notified) and on the day of the funeral.
- Death of present Chairman – From the day of the announcement of the death to the day of the funeral.

Date adopted

Review due:

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

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held VIRTUALLY ONLINE (via Zoom) on 1 October 2020 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, R Woodward and

Mrs. A Barker, Ms S Colledge

In Attendance:

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

1 member of the public [Item 2265-2268c only]

The Chairman welcomed everyone to the meeting and for the benefit of the attendance register, verbal confirmation was given for the Parish Manager to sign on their behalf.

2260. APOLOGIES FOR ABSENCE

None.

2261. DECLARATIONS OF INTEREST

Cllr J Straw declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group and a non-pecuniary interest in Whitwick Historical Group as a member.

Ms S Colledge declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group and a non-pecuniary interest in Whitwick Historical Group and Woodstock in Whitwick as a member.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a Link Councillor for Thornborough Road Allotment Society; a non-pecuniary interest in matters affecting Whitwick Royal British Legion as the Link Councillor and a member; and a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member.

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

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

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

2262. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2263. MINUTES

Resolved that the minutes of the meeting held on 3 September 2020 be approved and would be signed as a correct record when a date could be arranged at the Office.

2264. TERMS OF REFERENCE

Resolved that the terms of reference be approved, without any changes required and would be signed when a date could be arranged at the Office.

2265. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) **Playground Working Party Report:** no meetings had taken place during the coronavirus pandemic;
- b) **Bowls Link Councillor:** Cllr Moulton reported that the season had finished with a curtailed programme, the Green was looking and playing better, with members very happy at the progress made on quality by JR Landscaping. There was no presentation night or AGM planned. Cllr Woodward noted there had been no vandalism to the Green since security and fencing had been improved and the investment in prior years had worked well. There had been 6 new members recruited to the Club.
- c) **Allotments Link Councillor – Thornborough Road:** No meetings held or problems reported.
- d) **Allotments Link Councillor – Walkers Flats:** No report received.

PROJECTS

1. Whitwick Park Entrance Gates Repaired – job **completed** by NWLDC and insurance claim will be submitted when invoice arrived;
2. Whitwick Park Entrance improvements – comparative quotations still being sought with the need to remove shrubs to create the priority footpath with some flowers as an alternative at a later date;
3. The steps aside Park Hall leading up to the grass area – 2 quotations now being received, with a third site meeting held that morning; 3 replacement + 2 additional bollards were needed and **delegated to the Parish Manager for a decision, after consulting on size, design and price;**
4. New Signage for the Pavilion/Green/Parking/Tennis Courts – the Parish Manager not yet verified the wording due to remote working;
5. Installation of Benches throughout the Village – **outstanding licence from May 2020 to be chased with the County Council;** slab foundations laid as sound base for 3 new benches in the park (vandalised bench to be stripped for spare parts instead of refurbishment);

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6. Repairs to the Old Station Building – noted the boiler was no longer working as the fan had burnt out and was obsolete, therefore a replacement had to be quickly sought; **the Parish Manager reported quotations of £1795, £1850 and £1920 for a replacement boiler and as the KW output for the cheapest boiler was lower this was declined; the quote for £1850 by Phoenix Plumbing and Heating, a local company, was accepted;**
7. Installation of the Miners Memorial Seat in front of the Wheel – the Parish Manager still needed to send design information to LCC for preliminary consideration; shrubs at the Wheel to be reduced to improve visibility; **dimensions of the lectern needed and Whitwick Historical Group to be asked to assist with wording and pictures of the mining disaster, best location for lectern to be identified;**
8. Park Hall Heating – no update from the Parish Manager;
9. Grit Bins – **volunteers to be asked to have bins checked and ready by 1 November;**
10. New Flag Pole - **to agree installation date with JR Landscaping, following a site meeting and location check (date to be confirmed) and then place order with local company One Stop Promotions as previously agreed;** the Parish Manager still to contact neighbouring Environment Agency;
11. Memorial Garden in Whitwick Park – meetings had not taken place due to coronavirus; **outline details were discussed and members delighted at the thought and design suggestions by resident Jenny Williams; drawings to be obtained and shared, input from members, the Royal British Legion and other residents with potential for a mural if permissions obtained; the Parish Manager to arrange a site meeting for Cllrs Moulton, Straw and Woodward, one Legion representative and Ms Williams (but socially distanced);**

2266. HEALTH & SAFETY ADVISORY SERVICE

Noted the reduced alternative subscription service offered for H&S support for a 5 year contract but declined to accept it.

2267. ANTISOCIAL BEHAVIOUR – DISCUSSION REPORT

Following a considered discussion of the sad indictment that some current behaviour issues were causing, **members resolved that positive engagement continue where possible, that the police advice to purchase a bodycam for the Parish Manager as a lone worker be accepted to deter/record abuse when making onsite visits; that changes to CCTV be considered as a possible option for the park; that the diligent and hardworking Park Rangers always wear their bodycam when working in the parish to give defence to the fake and vexatious allegations being made; to extend the complaints policy to cover responses and importantly protect the parish council from reputational damage; to support locking the park early when**

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repeated verbal abuse was being given; that the public be encouraged to report incidents to the police by phoning 101; to thank and commend Sgt Dolby for her generous time at a site meeting, really helpful explanations that were given, practical advice/help with proactive plans to work with the parish council and the Rangers in improving safety in Whitwick Park.

2268. 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) no further information received, despite requests, on the incident in the summer with an adder;
- b) at the invitation of the Chairman, Cllr Collins updated members on the "look after our park" campaign, involving children and other park visitors, with the first Park Brew event on Sunday 25 October from 10 am – members commended this initiative as highly valuable;
- c) the explanation from Cllr Collins who had responded to Facebook comments and suggestions by skateboarders from the park for an art project on the ramps; members supported engaging with young people and subject to appropriate risk assessments and PPE safety equipment, hoped it might encourage better behaviour; suggestions of using a mural board as an alternative *if* permission was later granted; mindful of the huge art project at the Railway Station that was vandalised after 6 months; **to explore further the idea of an art project by approaching the leader of a Coalville scheme to meet in Whitwick Park with Cllr Collins, Cllr Barker, Ms Colledge and the skateboarder;** Ms Colledge to make arrangements when possible.
- d) the verbal update from the Parish Manager and the provisional outcome of her investigation into a serious incident in the park that had been reported by a parent to a councillor whose initial assumptions had been unproven; neither the police nor the council were looking at further action, other than to formally report the outcome to the complainant;
- e) that extra playground inspections and safety checks were swiftly undertaken after concerns that vandalism may have been intended; the mobility roundabout had been badly damaged and repairs were being attempted after retrieving broken parts from the shrubs;
- f) that action had been taken after complaints and misunderstandings on agreed maintenance procedures; the Committee expressed their support for staff dealing with time consuming issues and said that only emergency calls should be made to the Parish Manager out of hours – routine matters should be via the office/answer-machine; an appeal would be made for a phone to enable the Parish Manager to hand over the work phone when she was on leave and have an undisturbed break;

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- g) the offer to the District Council to explore a solution to access wanted by residents (made at the last meeting attended by District Cllr S Gillard) had not yet received a response;

PARSONWOOD HILL (part)

- h) reports of littering and antisocial behaviour occurring sometimes at weekends;
- i) no other new matters for consideration.

2269. 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 no matters had been submitted that required attention/action by the Committee;

RECREATION/OPEN SPACES

- b) that the Memorial Policy be deferred as coronavirus work was delaying the completion of the draft;
- c) that a letter be sent notifying the resident of legal action to investigate a significant boundary infringement at one open space and clarify if an easement existed;
- d) **that the view of the council was that parish land was not for sale and the Parish Manager to inform the resident who had made an enquiry;**
- e) that the Parish Manager had followed up with information to LRALC on potential biodiversity projects that may attract funding, following the recent virtual training that had taken place;

2270. BUILDINGS MANAGEMENT

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

PARK HALL:

- a) no date was yet agreed for periodic electrical inspections due to difficulties in getting companies to quote;
- b) that no building or maintenance issues had been raised;
- c) that no external issues were raised;
- d) that no feedback had been received by the Parish Manager after supplying information on buildings business rates to a councillor;

COMMUNITY OFFICE:

- e) that in line with recent guidance the Parish Manager would continue to work mostly from home; the Community Office could not safely accommodate unexpected members of the public due to restricted size, layout and safety considerations so would remain closed in general;
- f) that no building repairs or maintenance issues had been raised but CCTV may need updating;

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

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

g) that the store room doors should be painted and a Radar lock be purchased for the disabled toilet door; new handles to be purchased to replace those vandalised;

2271. OTHER MATTERS FOR FUTURE AGENDA

No new matters raised.

Full signature of Chairman: Date:

The meeting terminated at 8.49 pm.

Date of the next meeting: Thursday 5 November 2020 at 7 pm

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

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held VIRTUALLY ONLINE (via Zoom) on 5 November 2020 at 7.10 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, R Woodward and

Mrs. A Barker,

In Attendance:

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

The Parish Manager apologised for the technical problems that delayed the start of the meeting. The Parish Manager would sign the attendance register on their behalf.

2297. APOLOGIES FOR ABSENCE

Ms S Colledge.

2298. DECLARATIONS OF INTEREST

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

Cllr J Straw declared a non-pecuniary interest in Whitwick Historical Group as a member and a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group.

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

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

NB See also Item 2301 (3) when Cllr Moulton later declared a non pecuniary interest in item 3 as he knew one of the contractors and would abstain from the vote.

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

2299. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2300. MINUTES

Resolved that the minutes of the meeting held on 1 October 2020 be approved and would be signed as a correct record when a date could be arranged at the Office.

2301. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) **Playground Working Party Report:** no meetings had taken place during the coronavirus pandemic;
- b) **Bowls Link Councillor:** Cllr Moulton reported, as previously, that the season was over and there were no winter events taking place due to coronavirus.
- c) **Allotments Link Councillor – Thornborough Road:** Cllr Moulton reported the Society had now ceased rental of the nature site at the rear of the allotments. 2 plots were currently not being worked and there were 24 names on the waiting list so the site would be full again soon. The Chairman reported that the footpath at the rear of the allotments had now been cleared by the County Council and was accessible again (in addition to the path from Hall Lane to Green Lane that was previously overgrown and reported several times by him to County).
- d) **Allotments Link Councillor – Walkers Flats:** A report had been sent by Ian Gregory detailing the work being done to create a disabled plot. As some plot holders used mobility scooters, he asked that the potholes on the access drive from George Street be filled in. The Allotment Society wished to apply for grant funding to extend the access for disabled members, possibly requiring an additional gate. An infestation problem was thought to be coming from the adjacent public footpath and help was requested with this. A copy of the report would be sent to Cllr L Gillard, as the Link Councillor.

PROJECTS

Cllr Moulton declared a non pecuniary interest in item 3 as he knew one of the contractors and would therefore abstain from the vote.

1. Whitwick Park Entrance Gates–access issue had been highlighted and members discussed potential solutions to reduce this problem; **Parish Manager delegated to take the agreed action;**
2. Whitwick Park Entrance improvements – **deferred to seek the additional quotations still required;**
3. Park Hall Fire Exit disabled access improvement: 3 quotations had been received and circulated (one verbally), **resolved that the contractor C as the lowest price be accepted in principle, subject to a second site meeting to clarify design and the council requiring slabs instead of sleepers for the steps to the grass;**

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4. New Signage for the Pavilion/Green/Parking/Tennis Courts – the Parish Manager not yet verified the wording due to remote working;
5. Installation of Benches throughout the Village – additional information was required by the County Council (clarifying the width of the footpath at Loughborough Road and the direction the bench would be facing at Perran Avenue (for Hall Lane); the Parish Manager to arrange for the information request to be sent to the Chairman who would visit the sites again; 3 new benches now installed in the park and the vandalised bench from the tennis courts was to be stripped for spare parts (instead of refurbishment);
6. Repairs to the Old Station Building – the boiler had been replaced and repair work mostly completed and invoices awaited; two areas of wall in the media room and by boiler had been partly replastered;
7. Installation of the Miners Memorial Seat in front of the Wheel – members felt that a display lectern was not necessary as there was an alternative means of mounting an information board so the licence application would be for a replacement bench only (nearly finalised and to be sent to LCC); shrubs at the Wheel had been reduced by volunteers to improve visibility;
8. Park Hall Heating – the new company had still not provided a date to undertake the service due to heavy workload but were being chased regularly;
9. Grit Bins – the date for unlocking, checking and re-filling by volunteers was being circulated; members asked if the grit bin promised by LCC for Clarke Close had been provided;
10. New Flag Pole – the base plate had been delivered and the installation site confirmed with JR Landscaping who would create a square slab base, delivery of the pole was expected before the end of the month and the draft flag flying policy would be placed on the next council agenda; the Parish Manager still to contact neighbouring Environment Agency;
11. Memorial Garden in Whitwick Park – the three designs had been circulated to the delight of members, who asked for a letter of thanks to go to Jenny Williams for her hard work, thoughtful input and brilliant designs; it had been discussed further with the Royal British Legion and **two separate site meetings would be held (due to lockdown) for the Legion and for the designer; it was hoped that schools and nurseries and young park visitors could be involved and make their own suggestions;**
12. Play Areas at Holly Hayes and Hilary Crescent - **aging equipment needed review and replacement, with some bench provision that met accessibility needs and the council asked to release capital reserves to fund this;** the Parish Manager was asked to investigate a fallen gate at the boundary with Holly Hayes wood and if possible reinstatement;
13. Fencing for Car Hill Rock – **to arrange a site meeting for further quotes for the safety fence that was needed and then for picnic benches, including some accessibility provision.**

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2302. ANTISOCIAL BEHAVIOUR – DISCUSSION REPORT

Following the resolutions at the previous Committee meeting, an update was given: the bodycam for the Parish Manager as a lone worker had arrived that day and when set-up would be worn to deter/record abuse when making onsite visits; success noted that the regular voluntary repairs to gaps in the fencing were reducing out of hours trespass; the draft extension to the complaints policy would be on the next council agenda to protect the parish council from reputational damage; that timely reporting of incidents to the police by phoning 101 was helping, with police attending an incident at Whitwick Park the previous Saturday evening; security access measures for the police to be extended; awaiting training date from the police for Rangers and Parish Manager; no request made by the Committee to refer these issues to full council; to continue with proactive ideas that would improve safety and relationships in Whitwick Park and the parish.

2303. ANNUAL PLAYGROUND INSPECTION REPORTS

Members noted the comprehensive reports circulated and commended the detailed information that helped protect the council and assess priorities for the future and for JR Landscaping.

2304. 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) the "Why I Love My Park" poster competition was underway, involving children and other park visitors; the first 'Park Brew' coffee event had been successfully held in Whitwick Park on Sunday 25 October but a delegated decision taken to cancel the next one on Sunday 29 November; instead all councillors invited to be involved with Cllr Collins from 10 am on Sunday 20 December, possibly having a Community Safety focus with Cllr Woodward as the 'champion' and PCSO if available; a gazebo and sandwich board would be purchased to use/promote future outdoor council events;
- b) update provided by Ms Colledge (via the Parish Manager) that there was support for a further meeting in the Park with Cllr Collins, possibly at the Park Brew event on 31 January to investigate further a possible Street Art project on the skatepark, in conjunction with some of the regular users;
- c) to note the investigation into the serious incident in the park (previously circulated to members) is now closed;
- d) to accept the quote for urgent replacement of a section of the tarmac top driveway of £2900 + VAT;**
- e) noted that insurers required notification if the toilets were closed for any period longer than 30 days as part of the conditions of cover;
- f) being mindful that there were sometimes complaints about the smell

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from bins when placed close to benches, **to install a bin on the bend by the adult keep fit equipment;**

g) to install a bin in the Jitty, at a midway point between both gates on the grass verge to reduce incidents of bagged dog poo being thrown over the fence into the park;

h) invoice had been submitted for the insurance claim of the repair to the entrance gates and payment anticipated shortly – concluding this matter after 17 months; an email regarding details of an adder in the park had been sent by the resident in the summer to the District Council and therefore never received;

PARSONWOOD HILL (part)

i) no other new matters for consideration and an update given on the thanks sent by the football coach for understanding shown when the field was used earlier during spring lockdown.

2305. 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 no matters had been submitted that required attention/action by the Committee;

RECREATION/OPEN SPACES

b) to adopt the Memorial Policy, as circulated, with a view to extend and review this when the Memorial Garden was created, to include donations of trees/plants and possibly baskets/planters;

c) that a letter had been sent to the resident notifying them that a solicitor had been engaged to establish if an easement existed and take enforcement action over the boundary infringement at one open space;

d) that graffiti had been discovered on a planter basket on a parish entry and temporarily turned round until it could be cleaned;

e) that confirmation had been sent to Play Inspection Company for 5 sites to be checked again in September 2021 at the same cost as this year;

f) that the local Access Representative for the British Mountaineering Council had advised they had links to funding opportunities to help improve locations for hill walkers (as well as climbers and mountaineers) and would remain happy to help explore this; also that should future lockdown create issues the local climbing community would do all they could to ensure the ancient woods were treated with the respect they deserved; the Chairman reported an increase in cyclists had already been noted.

2306. BUILDINGS MANAGEMENT

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

PARK HALL:

a) no date was yet agreed for periodic electrical inspections due to

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- difficulties in getting electricians to quote;
- b) that no building or maintenance issues had been raised;
- c) that no external issues had been raised;

COMMUNITY OFFICE:

- d) that in line with recent guidance the Parish Manager would continue to work mostly from home; the Community Office could not safely accommodate unexpected members of the public due to restricted size, layout and safety considerations but that the trial for visitor appointments to aid safe working for staff would hopefully be offered after lockdown (when dates were known);
- e) that no new building repairs or maintenance issues raised;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- f) that the store room doors were to be painted soon and new signs produced to go on the toilet doors;

2307. EXCLUSION OF PRESS AND PUBLIC

Resolved: That having regard to the confidential nature of the business to be transacted and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.

2308. LAND MATTERS

Members considered the confidential report and professional advice on the best course of future action in the interest of the council.

Resolved:

- a) the potential land risk to the parish council could be met by using existing resources to alternatively accommodate current needs if future changes beyond our control came to fruition;
- b) that the review of the work of JR Landscaping in fulfilling the grounds maintenance contract was satisfactory and the commitment of their staff was commended; that a recommendation of the committee be made to full council;

2309. OTHER MATTERS FOR FUTURE AGENDA

No new matters raised.

Full signature of Chairman: Date:

The meeting terminated at 9.13 pm.

Cllr Straw left the meeting briefly at 8.48 pm and re-joined again at 8.49 pm on a different device. Discussions were paused by members and no business conducted during this time.

Date of the next meeting: Thursday 3 December 2020 at 7 pm

2327 (b)

clerk@whitwickpc.org

From: Anthony Barker <cllr.anthony.barker@whitwickpc.org>
Sent: 09 November 2020 14:16
To: clerk@whitwickpc.org
Subject: Hilary Crescent Play Area

Follow Up Flag: Follow up
Flag Status: Completed

Dear Cathy

Whitwick Parish Council inherited Hilary Crescent Play Area from NWLDC.

Over the years it had been left to run down and no extra play equipment added to it.

The only equipment that is there now is 1 set of Swings & 1 Goal Post.

In the recent Annual Inspection of this area the report stated that " Disabled Access: Some accessible features; an area that presents difficulties to the majority of people with disabilities"

Also.....

Finding 1 There are gaps opening in between the tiles - Monitor for any further deterioration and repair as required

Finding 2 The seat has minor damage or wear - Monitor for any further deterioration and replace as required

Finding 3 The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor - No remedial work recommended

Finding 4 There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 5 The chain links are worn in excess of 40% and require renewing - Replace worn chains

Finding 6 There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 7 The bushes are showing signs of wear - Monitor for any further deterioration and replace as required

Finding 8 There is surface corrosion present on the item - Consider treating the item

Finding 9 The frame has been damaged - Monitor for any further deterioration and replace as required

Finding 10 The swing seat connectors are loose - Tighten to secure Finding

Finding 11 The chains and shackles are corroding - Consider replacing

The Life Expectancy of this eqpt is 5 years so consideration is needed now to plan to to replace/add more eqpt.

The lack of facilities for the young people , and the ones that visit their Grandparents, is of concern !

I am asking that funds be made available from the Capital Projects Fund to make this area more disabled friendly and to renew the Play Equipment

Regards

Cllr Anthony Barker

2327 (b)

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 RR S106 The Elms Public OS	0.00		0.00
321 RR S106 Rock View Close	0.00		0.00
325 RR S106 Robinson Rd Play Area	0.00		0.00
330 EMR Local Elections 2019	5,983.11		5,983.11
331 EMR Casual Election Contingen.	2,500.00		2,500.00
* 332 EMR Capital Projects Provision *	8,807.01		8,807.01
333 EMR Community Benches	627.00	-627.00	0.00
334 EMR Whitwick Park Improvements	10,000.00		10,000.00
335 EMR Salt Bins	1,865.00		1,865.00
336 EMR Community Initialtives	8,248.00		8,248.00
337 EMR Park Hall Renewal & Repair	4,746.00		4,746.00
338 EMR Railway Station Building	3,547.00		3,547.00
339 EMR Fund Land Repair & Renewal	23,925.00		23,925.00
340 EMR Fencing	300.00		300.00
341 EMR Poppies & Lampost Project	13.55		13.55
342 EMR Repair & Renewals Pavilion	0.00		0.00
343 EMR Community Office	1,614.00		1,614.00
344 EMR Community Projects	690.00	-240.00	450.00
345 EMR GDPR/Website	4,025.00		4,025.00
346 EMR Professional Fees	5,614.00		5,614.00
347 EMR Trees	630.00		630.00
348 EMR Open Spaces Signage	7,322.00	-304.00	7,018.00
349 EMR Comm. Events Christmas Lig	510.19		510.19
350 EMR Allotments Repairs & Renew	530.00		530.00
	<u>91,496.86</u>	<u>-1,171.00</u>	<u>90,325.86</u>

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

MINUTES of the STAFFING COMMITTEE held VIRTUALLY ONLINE (via Zoom) on THURSDAY 8 OCTOBER 2020 at 8 pm under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor T Gillard (Chairman)

Cllrs L Collins, L Spence

In Attendance:

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

6 members of the public [not all present for the whole meeting]

2272. ELECTION OF CHAIRMAN

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

2273. APOLOGIES FOR ABSENCE

None.

2274. DECLARATIONS OF INTEREST

None.

2275. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2276. MINUTES

Resolved: That, subject to amendment of Item 2151 to read "Resolved to put forward recommendation to full council" the minutes of the meeting held on 10 March 2020 be approved as a correct record and be signed by the Chairman at the Community Office the following day. [NB Parish Manager's note: presumably removing the words ~~recruit two new members of part-time staff for a fixed term period in the first instance, subject to review,~~ "]

2277. TERMS OF REFERENCE

Resolved: That the terms of reference be accepted without any amendments and to be signed by two members when convenient.

2278. APPOINTMENT OF PARISH LENGTHSMAN

Resolved that, as agreed by the parish council, a vacancy be advertised for a 'Parish Warden' with Cllr Collins assisting the Parish Manager with the recruitment process; the advert, job description, person specification to be drafted and circulated by email to members; with draft timescale for appointment process; the duties to include VAS installations, grit bin filling, potential litter picking in key parish locations, reporting street items to

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correct agencies, grounds and tree maintenance checks on parish open spaces and any other duties as required. Information would be emailed when drafted. Members recalled the previous council view that snow clearance would not be undertaken and commented on not attending parish events unless in a voluntary capacity.

2279. PARISH MANAGER'S REPORT

Resolved: That the following actions be taken/noted:

- a) Timesheets – noted the suggested revised procedure for weekly timesheets by the Parish Manager since the March lockdown whilst homeworking; noted that the Chairman had now signed the past 6 months' timesheets; **resolved that Cllr Spence would liaise with the Parish Manager on a suitable time to visit the Community Office and countersign the documents.**
- b) Request for Annual Leave – **resolved to authorise a new leave application for the Parish Manager, on a provisional basis;** any change of date would be emailed by the Parish Manager to all councillors prior to a period of leave being taken;
- c) Roles and Responsibilities – **resolved that following receipt of emailed questions, it would be helpful for the Parish Manager to circulate an existing document to clarify some of the roles and responsibilities of the council, the Parish Manager, a councillor, the chairman and the Responsible Financial Officer;**
- d) Duty of Care – members noted the advice of the police with regard to safety of lone workers and the decision already made to purchase a webcam for the Parish Manager for use when visiting open spaces alone. Caution was expressed and the suggestion that councillors wear hi-vis and Parish badges, when visiting open spaces, to help identify their role was felt to be unnecessary;
- e) Training – Members considered the Parish Manager's request to attend the SLCC National virtual Conference from 12-16 October, organised as a week long training festival for CPD, at a one-off heavily discounted member rate of £25 +VAT. **At the request of the Chairman, members gave delegated authority for him to instead invite the Administrative Assistant the next day to virtually attend the event to aid succession planning by the council, at the non-member cost of £149 + VAT; if Ms Mabey was not attending, then the Parish Manager be permitted to attend.** Cllr Collins noted the council had required the Parish Manager to be CILCA qualified and felt that continuing her professional development was important;
- f) noted the Parish Manager's reminder of the amendments needed to the model Discipline and Grievance policies but as this had not yet been started it would need to be placed on a future agenda.

Full signature of Chairman: Date:

The meeting terminated at 8.35 pm.

No dates were set for further meetings.

PARISH MANAGER'S REPORT – 12 November 2020**1) EVENTS ATTENDED (plus forthcoming events)**

- Oct 12-16 – SLCC Virtual National Conference – training festival (see report)
- Oct 15 Virtual Council Meeting
- Oct 23 Parish Manager deferred taking 6 days Annual Leave
- Oct 25 First Park Brew coffee morning at 10 am, Whitwick Park
- Oct 29 Meeting Chairman & councillor, Community Office
- Oct 29 Site meetings – apologies given and information shared with 2 residents;
- Nov 5 Virtual Property Management & General Purposes Committee meeting;
- Nov 8 “Remember from Home” promotion – Royal British Legion
- Nov 11 Western Power Distribution Virtual Stakeholder event
- Nov 13 LCC Operations Meeting for Clerks
- Nov 19 Virtual Council Meeting
- Nov 20 Site meeting –possibly CANCELLED due to National Lockdown
- Nov 29 Park Brew – Event CANCELLED due to National Lockdown
- Dec 3 Virtual Property Management & General Purposes Committee meeting
- Dec 10 Virtual Council Meeting
- Dec 20 Park Brew coffee morning at 10 am, Whitwick Park

2) COMMUNICATIONS

- 577 routine emails received (excluding coronavirus issues) with bulletins, publicity, queries and information, including:
- a) BHIB advice on managing buildings and pipes in winter;
 - b) Tree Council newsletter about planting orchards for schools and other news;
 - c) benefits of the Government's Plan for Jobs apprentice scheme;
 - d) advance notice of the cancellation by NWLDC of their planned Remembrance Sunday event;
 - e) HS2 Through Leicestershire – Parish Workshop Launch Meeting details;
 - f) Offer of support and website resources to Community Crisis Team by VAL (Voluntary Action Leicestershire);
 - g) Police information regarding a successful raid and clearance of a cannabis factory in Whitwick village;
 - h) Plan-IT X Introduction on Town and Country Planning Services offered across the East Midlands;
 - i) Charity Commission Newsletter – Issue 65;
 - j) invitation to discuss forthcoming maintenance works at a local store (Cllr Collins willing to attend);
 - k) SLCC update giving overview on their engagement over the past 3 years on Standards and Behaviour issues at councils;
 - l) SSE Business Energy notification of temporary increase to non-commodity charges caused by covid-19;

- m) invitation to make a virtual booking/tour by the Commonwealth War Graves Commission;
- n) CCLA investment webinar opportunities on 24 November and 1 December, with presentations designed to give information on the UK economy;
- o) notification of change of date to road closure for sewer repairs on North Street between 23 November and 4 December (brought forward to undertake during lockdown to reduce later disruption);
- p) notification that recent judgement by European Court of Justice will affect the way councils store data in 'cloud' locations and the removal of the Privacy Shield in the US – the Information Commissioner's Officer are taking time to consider carefully what this means in practice, including how to apply a risk-based and proportionate approach with the Regulatory Action Policy;
- q) advice on procedural issues from professional bodies;
- r) LRALC Training Opportunities (virtual) circulated by email to members;

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

3) COMMUNITY OFFICE

Apology has been made to the Leisure Centre Steering Group for Cllr Moul's appointment not being reported to them by the Parish Manager after the July meeting – unfortunately dealing with coronavirus management has delayed some normal work from being undertaken. The council response to the White Paper planning consultation was unfortunately not prepared in time for the deadline on 29 October due to other priorities taking longer to complete. The survey delegated to the Chairman and myself on to respond to the County Public Satisfaction Survey on highways matters has been completed.

Remembrance Sunday: as members are aware from earlier correspondence, there was no formal service or parade in Whitwick this year. Opportunities were given to publicise Remember From Home instead and the link from the church/Royal British Legion recording that was filmed was also shared on the parish FB page and website. The new national lockdown would have placed further onerous responsibilities on the organisers to cope with safely managing a public event where numbers could not easily be anticipated or controlled. I also sent a message of thanks to the 3 District Councillors responsible for the poppy stencil on the pavement outside the church.

The latest changes for us being able to allow visitors to the office by appointment has been postponed until the end of lockdown. Publicity had earlier been arranged to highlight our restricted access plans so this is disappointing but obviously compliance and safety of staff has to be paramount. Contact made with users of other buildings explaining about closures. In line with previous allowances paid by this council and highlighted to me, both office staff wish to claim the allowance of £6 per week for home working. Initially the requirement to work at home was envisaged to be a short-term measure but in light of the extended consequences of doing this, allowance claims will now be made.

The Parish Manager had made visits to two residents to extend apologies for inconveniences caused – a resident in the Thornborough ward was mistakenly told that the Parish Council was responsible for the tree/hedge outside their property so maps and advice was passed on to them; a resident also in the Thornborough ward had questioned the siting of a new post for a road sign that the County Council had installed in error without any consultation – this is awaiting removal;

4) STAFF MATTERS

Following consultation of members, under delegated powers the Parish Manager engaged a professional review of the staffing of the Community Office. The Chairman has had an opportunity to also be involved and a report is awaited.

Plans to take a week's leave in October were unfortunately deferred and I'm grateful to the Staffing Committee for remaining flexible as these changes were beyond my control. Currently hoping to take a week off before the end of the month but will confirm dates to the Staff Panel when I can and let all members know. As requested, arrangements are in hand for the office mobile to be handed to the Chairman whilst I'm on leave.

The SLCC Practitioner's Conference (that council in July approved for my attendance costing £299) has now been changed to a virtual 3 day event, at the reduced cost of £75. Ms. Mabey has accepted the opportunity to attend, which is available at the same discounted rate of £75 so I think good value for 3 days. I'll arrange our registration in due course, making a saving of £149 on the staff training budget.

5) MATTERS PENDING

Following an increase in TOIL worked during lockdown, a concerted effort is now being made, with the agreement of the Staffing Committee, to work slightly shorter days and take back TOIL that is owed. On 31 August there was 111 hours owing, reduced by 30 September to 91.74 hours owing, reducing on 30 October to 87.29. The minutes of all recent meetings were finally completed before the end of October and the increased email volume has taken considerably longer to manage.

The action lists have still not been updated and (as yet) drafting a new budget has not started but has to be a higher priority - I would hope to work on these lists for the December meeting.

Members questions are invited and instructions requested.

Cathy Tibbles

Cathy Tibbles, Parish Manager

2333 (a)

Date: 12/11/2020

Whitwick Parish Council Current Year

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Time 14:32

Cashbook 1

User: CN

Current Ac Unity Trust 0992

For Month No: 8

Receipts for Month 8

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>
	Balance Brought Fwd :	312,420.84					312,420.84	
019	Banked: 26/10/2020	310.00						
019	Limelight Performing Arts	310.00			1300	100	310.00	November Hall Hire - Saturdays
020	Banked: 30/10/2020	45.77						
020	Whitwick History Group	45.77			1350	100	45.77	PAT Testing
021	Banked: 30/10/2020	20.57						
021	Bowls Club	20.57			1350	100	20.57	PAT Testing
017	Banked: 31/10/2020	10.76						
017	CCLA Public Sector Deposit Fun	10.76			1100	100	10.76	October bank interest
018	Banked: 05/11/2020	550.00						
018	Zurich Insurance Plc	550.00			1350	100	550.00	Insurance Claim
Total Receipts for Month		937.10	0.00	0.00			937.10	
Cashbook Totals		313,357.94	0.00	0.00			313,357.94	

Date: 12/11/2020

Whitwick Parish Council Current Year

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Time: 14:35

Current Ac Unity Trust 0992

List of Payments made between 16/10/2020 and 19/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2020	Water Plus	099DD	-15.80	-CR DD	Cancel 069DD-revised bill recd
19/10/2020	Water Plus	100DD	-159.64	-CR DD	Credit 070DD-revised bill recd
29/10/2020	HMRC PAYE	112	4,106.14	Chqs 1037-1041	TAX 7
30/10/2020	Ace Copying Equipment	101	18.01	Chq 1042	October Copying
30/10/2020	Utility Warehouse	114DD	47.65	114DD	Phone & Broadband - September
05/11/2020	Water Plus	116DD	162.31	116DD	Water Usage Park - November
09/11/2020	Amazon	103	27.99	Chq 1044 pt	Face Shields
09/11/2020	Amazon	104	30.00	Chq 1044 pt	First Aid Kit Refills x3
19/11/2020	Amazon	105	29.98		Karcher Cloth Set
19/11/2020	Amazon	106	99.99	Chq 1044 pt	Body Cam
19/11/2020	Astley Computers	107	35.00	Chq 1045	x1 hr labour for emails
19/11/2020	Community Voice	108	115.00	Chq1046	Full Page Insert - October
19/11/2020	North West Leics District Coun	109DD	111.00	109DD	Hall Rates - October
19/11/2020	North West Leics District Coun	110DD	111.00	110DD	Hall Rates - November
19/11/2020	Phoenix Plumbing & Heating Ser	111	1,850.00	Chq 1047	Installation of new boiler
19/11/2020	Tindle Tree Care	113	156.00		Fell Silver Birch -Thomas Road
19/11/2020	Vodafone	118	95.00	Chq 1049 pt	Mobile Phone Top Up
19/11/2020	Screwfix	119	17.55	Chq 1049 pt	Cable Ties for Poppies
19/11/2020	SLCC Enterprises	120	30.00	Chq 1049 pt	Virtual National Conference
19/11/2020	Zoom Video Communications	121	14.39	Chq 1049 pt	Zoom Subscription - Nov
19/11/2020	Kiwa Limited	122	1,308.00	Chq 1050	Inspect & Test Light Columns
19/11/2020	Amazon	123	34.99	Chq 1051	A2 A-Frame
19/11/2020	JR Landscaping & Property Main	124	14,022.80	Chq 1052	October Grounds Maintenance
Total Payments			<u>22,247.36</u>		

12/11/2020

Whitwick Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 12/11/2020

Month No: 8

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
100 Income								
1076 Precept	284,514	280,352	280,352	(0)			100.0%	
1080 Council Tax Support Grant	7,767	3,883	3,883	(0)			100.0%	
1090 Grants Received	490	0	0	0			0.0%	
1100 Bank Interest	1,029	277	385	108			71.8%	
1200 Allotment Inc/ Thornborough Rd	1,074	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	512	0	410	410			0.0%	
1250 Bowling Green & Pavilion Hire	1,000	833	1,025	192			81.3%	
1300 Whitwick Park Hall Hire	7,979	1,286	6,000	4,714			21.4%	
1350 Other Income	22,435	14,891	1	(14,890)			1489134.	
Income :- Income	326,799	301,523	293,096	(8,427)			102.9%	0
Net Income	326,799	301,523	293,096	(8,427)				
6001 less Transfer to EMR	15,228	0						
Movement to/(from) Gen Reserve	311,572	301,523						
200 Salaries								
4000 Office Admin Salaries	39,933	24,455	42,848	18,393		18,393	57.1%	
4010 Park Hall Caretakers	4,960	1,258	6,196	4,938		4,938	20.3%	
4040 Employers NI	3,354	2,088	3,928	1,840		1,840	53.2%	
4050 Employers Pension	1,313	810	1,419	609		609	57.1%	
4055 Sickness Contingency/ Holiday	218	0	533	533		533	0.0%	
Salaries :- Indirect Expenditure	49,777	28,612	54,924	26,312	0	26,312	52.1%	0
Net Expenditure	(49,777)	(28,612)	(54,924)	(26,312)				
210 Administration								
4110 Stationery/Postage/Consumables	597	0	783	783		783	0.0%	
4120 Printing	406	326	575	249		249	56.7%	190
4130 Bank Charges	137	59	155	96		96	37.8%	
4150 Parish Website	475	485	3,500	3,015		3,015	13.9%	
4160 Getmapping (Parish Online)	150	150	159	9		9	94.3%	
4170 Office Equipment	291	12	1,200	1,188		1,188	1.0%	
4180 Software Licences/Support	2,443	415	1,500	1,085		1,085	27.7%	
4310 Subscriptions and Memberships	1,361	1,272	1,429	157		157	89.0%	
4320 Insurance	2,086	2,109	2,234	125		125	94.4%	
4330 Audit	1,218	410	1,248	838		838	32.9%	
4335 GDPR	1,000	1,095	1,000	(95)		(95)	109.5%	
4340 Professional Fees	3,386	560	7,500	6,940		6,940	7.5%	
4350 Staff Training	976	35	768	733		733	4.6%	

Detailed Income & Expenditure by Budget Heading 12/11/2020

Month No: 8

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	250	160	768	608		608	20.8%	
4370 Staff Recruitment	0	0	200	200		200	0.0%	
4380 Election Contingency	4,017	0	2,562	2,562		2,562	0.0%	
4390 General Contingency	0	1,994	31,500	29,506		29,506	6.3%	
Administration :- Indirect Expenditure	<u>18,793</u>	<u>9,080</u>	<u>57,081</u>	<u>48,001</u>	<u>0</u>	<u>48,001</u>	<u>15.9%</u>	<u>190</u>
Net Expenditure	<u>(18,793)</u>	<u>(9,080)</u>	<u>(57,081)</u>	<u>(48,001)</u>				
6000 plus Transfer from EMR	6,546	190						
Movement to/(from) Gen Reserve	<u>(12,247)</u>	<u>(8,890)</u>						
<u>300 Community Initiatives</u>								
4510 VAS Project	521	1,090	7,500	6,410		6,410	14.5%	
4511 Contingency for VAS compliance	0	0	1,065	1,065		1,065	0.0%	
4512 Defibrillators	0	0	2,500	2,500		2,500	0.0%	
4520 Salt Bins	1,285	0	1,050	1,050		1,050	0.0%	
4525 Benches	0	1,137	1,800	663		663	63.2%	627
4530 Newsletter and Media	1,380	575	1,449	874		874	39.7%	
4540 Community Events&Commemoration	1,186	44	1,500	1,456		1,456	2.9%	
4541 Community Lamppost Poppies	0	0	240	240		240	0.0%	
4542 Community Christmas Lighting	0	0	1,500	1,500		1,500	0.0%	
4543 Contingency Christmas Lighting	0	0	473	473		473	0.0%	
4545 Parish Improvement Plan	0	0	190	190		190	0.0%	
4547 Flood Action Plan/Contingency	0	0	500	500		500	0.0%	
4550 Community Grant Scheme	1,945	0	2,250	2,250		2,250	0.0%	
Community Initiatives :- Indirect Expenditure	<u>6,318</u>	<u>2,846</u>	<u>22,017</u>	<u>19,171</u>	<u>0</u>	<u>19,171</u>	<u>12.9%</u>	<u>627</u>
Net Expenditure	<u>(6,318)</u>	<u>(2,846)</u>	<u>(22,017)</u>	<u>(19,171)</u>				
6000 plus Transfer from EMR	1,322	627						
Movement to/(from) Gen Reserve	<u>(4,996)</u>	<u>(2,219)</u>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	692	171	820	649		649	20.9%	
4210 Water Charges	183	100	191	91		91	52.5%	
4250 Internet/Phone	853	477	825	348		348	57.8%	50
4260 Fire Extinguisher Servicing	14	10	230	220		220	4.2%	
4270 Security Servicing	35	83	285	202		202	29.2%	
4280 PAT Testing	34	99	53	(46)		(46)	186.0%	
4460 Repairs and Maintenance	445	8	512	504		504	1.6%	
Community Office Running Costs :- Indirect Expenditure	<u>2,257</u>	<u>948</u>	<u>2,916</u>	<u>1,968</u>	<u>0</u>	<u>1,968</u>	<u>32.5%</u>	<u>50</u>
Net Expenditure	<u>(2,257)</u>	<u>(948)</u>	<u>(2,916)</u>	<u>(1,968)</u>				
6000 plus Transfer from EMR	0	50						
Movement to/(from) Gen Reserve	<u>(2,256)</u>	<u>(898)</u>						

Detailed Income & Expenditure by Budget Heading 12/11/2020

Month No: 8

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>400 Park Hall Running Costs</u>								
4200 Electricity	828	277	1,055	778		778	26.2%	
4210 Water Charges	259	315	680	365		365	46.3%	
4220 Business Rates	112	(546)	121	667		667	(451.2%)	
4260 Fire Extinguisher Servicing	14	32	159	127		127	20.1%	
4270 Security Servicing	0	0	127	127		127	0.0%	
4280 PAT Testing	9	0	43	43		43	0.0%	
4310 Subscriptions and Memberships	274	171	310	139		139	55.1%	
4410 Waste Collection	189	0	273	273		273	0.0%	
4420 Consumables	251	25	273	248		248	9.2%	
4430 Electrical Certificate	0	0	55	55		55	0.0%	
4440 Sewer Pump Servicing	203	0	200	200		200	0.0%	
4450 Boiler Servicing	0	0	109	109		109	0.0%	
4460 Repairs and Maintenance	789	8	2,049	2,041		2,041	0.4%	
4480 Running Costs Contingency	752	0	0	0		0	0.0%	
Park Hall Running Costs :- Indirect Expenditure	3,680	282	5,454	5,172	0	5,172	5.2%	0
Net Expenditure	(3,680)	(282)	(5,454)	(5,172)				
<u>405 Pavilion and Other Building</u>								
4200 Electricity	1,451	469	1,537	1,068		1,068	30.5%	
4210 Water Charges	776	945	2,000	1,055		1,055	47.3%	
4280 PAT Testing	28	0	0	0		0	0.0%	
4460 Repairs and Maintenance	655	73	672	599		599	10.9%	
4480 Running Costs Contingency	1,433	0	0	0		0	0.0%	
Pavilion and Other Building :- Indirect Expenditure	4,342	1,488	4,209	2,721	0	2,721	35.3%	0
Net Expenditure	(4,342)	(1,488)	(4,209)	(2,721)				
<u>410 Railway Station Building</u>								
4450 Boiler Servicing	0	0	72	72		72	0.0%	
4460 Repairs and Maintenance	909	1,850	1,500	(350)		(350)	123.3%	
4480 Running Costs Contingency	0	0	1,000	1,000		1,000	0.0%	
4490 Repairs and Renewals Fund	0	0	500	500		500	0.0%	
Railway Station Building :- Indirect Expenditure	909	1,850	3,072	1,222	0	1,222	60.2%	0
Net Expenditure	(909)	(1,850)	(3,072)	(1,222)				
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	250	250		250	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	

Detailed Income & Expenditure by Budget Heading 12/11/2020

Month No: 8

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
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	256	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>1,806</u>	<u>300</u>	<u>2,050</u>	<u>1,750</u>	<u>0</u>	<u>1,750</u>	<u>14.6%</u>	<u>0</u>
Net Expenditure	<u>(1,806)</u>	<u>(300)</u>	<u>(2,050)</u>	<u>(1,750)</u>				
430 Grounds Maintenance								
4710 Grounds Maintenance	38,116	1,882	8,134	6,252		6,252	23.1%	
4715 Grass Cutting/Strimming	13,068	17,705	14,821	(2,884)		(2,884)	119.5%	
4720 Litter Pick/Bin emptying	767	651	1,095	444		444	59.4%	
4725 Shrubs/Flower Displays	10,296	13,141	8,227	(4,914)		(4,914)	159.7%	
4730 Park Ranger Service	53,099	33,536	67,072	33,536		33,536	50.0%	
4735 Playground Insp/Maintenance/Sw	4,004	4,367	4,500	133		133	97.0%	
4736 Bowling Green	3,462	4,346	5,000	654		654	86.9%	
4737 Other GM Works	12,401	50	10,000	9,950		9,950	0.5%	
4740 Tree Inspection/Surveys	9,370	0	8,000	8,000		8,000	0.0%	
4741 Tree Maintenance	0	275	9,980	9,705		9,705	2.8%	
4743 Tree Planting	0	0	6,750	6,750		6,750	0.0%	
Grounds Maintenance :- Indirect Expenditure	<u>144,582</u>	<u>75,952</u>	<u>143,579</u>	<u>67,627</u>	<u>0</u>	<u>67,627</u>	<u>52.9%</u>	<u>0</u>
Net Expenditure	<u>(144,582)</u>	<u>(75,952)</u>	<u>(143,579)</u>	<u>(67,627)</u>				
440 Other Running Costs								
4310 Subscriptions and Memberships	65	0	0	0		0	0.0%	
Other Running Costs :- Indirect Expenditure	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(65)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
450 Repairs and Renewals Fund Land								
4460 Repairs and Maintenance	925	0	6,150	6,150		6,150	0.0%	
4600 Play Equipment	0	0	30,600	30,600		30,600	0.0%	
Repairs and Renewals Fund Land :- Indirect Expenditure	<u>925</u>	<u>0</u>	<u>36,750</u>	<u>36,750</u>	<u>0</u>	<u>36,750</u>		<u>0</u>
Net Expenditure	<u>(925)</u>	<u>0</u>	<u>(36,750)</u>	<u>(36,750)</u>				
460 Projects/ Initiatives								
4610 Open Spaces Signage	178	304	2,350	2,046		2,046	12.9%	304
4620 Park Entrance Improvements	0	0	2,450	2,450		2,450	0.0%	
4630 New Projects/Initiatives	1,068	0	2,000	2,000		2,000	0.0%	
4640 Fencing - New and repairs	21,795	0	6,750	6,750		6,750	0.0%	

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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
4650 Grant Supported Projects	6,650	0	0	0		0	0.0%	
Projects/ Initiatives :- Indirect Expenditure	29,691	304	13,550	13,246	0	13,246	2.2%	304
Net Expenditure	<u>(29,691)</u>	<u>(304)</u>	<u>(13,550)</u>	<u>(13,246)</u>				
6000 plus Transfer from EMR	15,528	304						
Movement to/(from) Gen Reserve	<u>(14,163)</u>	<u>0</u>						
Grand Totals:- Income	326,799	301,523	293,096	(8,427)			102.9%	
Expenditure	263,145	121,661	345,602	223,941	0	223,941	35.2%	
Net Income over Expenditure	<u>63,655</u>	<u>179,862</u>	<u>(52,506)</u>	<u>(232,368)</u>				
plus Transfer from EMR	23,395	1,171						
less Transfer to EMR	15,228	0						
Movement to/(from) Gen Reserve	<u>71,822</u>	<u>181,033</u>						