

**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)

4 December 2020

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held **VIRTUALLY** at **7.00pm** on **Thursday, 10 December 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> –

**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.

### **2342. APOLOGIES FOR ABSENCE**

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

### **2343. 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).

### **2344. MINUTES**

To approve the minutes of the previous virtual meetings held on 19 November 2020 (see attached/to follow).

### **2345. PUBLIC QUESTION AND ANSWER SESSION**

#### **2346. GUEST SPEAKERS: NEIGHBOURHOOD PLANNING**

**Sarah Lee and Jo Althorpe, Principal Officers at the Planning Department of NWLDC**

Members to receive presentation by NWLDC Officers on the topic of parish councils and the process of undertaking a Neighbourhood Plan for Whitwick.

**Members' instructions are requested.**

### **2347. PARISH MANAGER'S DELEGATED DECISIONS**

Delegated decision taken following the exit arrangements from national lockdown and the placing of the parish in Tier 3 from 2 December (with a national review in 2 weeks). In consultation with PMGP Committee members, Park Hall remains closed to hirers and will be reviewed before January. The Park Brew coffee event outdoors in Whitwick Park on 20 December is also cancelled. A newsletter to be prepared for residents, printed by NWLDC and highlighting ongoing support that is available to help during these continued constraints.

**Members' to note the information.**

### **2348. WHITWICK COMMUNITY CRISIS TEAM**

Members to note that with the transfer from lockdown into Tier 3 restrictions, the need to support residents continues and may increase. The District Council is supporting the Community Crisis Team (and other hubs) with changes to communications, templates and offers to print newsletters for us to distribute. Members are asked if they will be able to help the wellbeing of residents by undertaking delivery of a newsletter to their wards before Christmas. A draft newsletter is being prepared (to follow) and orders for printing will be placed when members have confirmed their ability to help.

**Members' instructions are requested.**

## **2349. 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 – virtual meeting cancelled, to be re-arranged
- c) Finance Working Party–no meeting held as lack of guidance/responses from members with suggestion forms or budget discussion;
- d) Civic Protocols Link Councillor – draft policy being reviewed by the Chairman (see later agenda item)
- 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.**

## **2350. CONSULTATIONS**

Members to consider:

- a) LCC - Have your say on Leicestershire County Council's new strategy to tackle obesity and support people to maintain a healthy weight

Leicestershire residents, professionals, partner organisations and providers are being encouraged to have their say on the County Council's proposals for the new Healthy Weight Strategy for Leicestershire 2021-2026. The consultation sets out their commitment to increase the number of adults, children and families who are the healthy weight in Leicestershire by 2026.

To read the draft strategy and complete the consultation questionnaire please visit [www.leicestershire.gov.uk/weight-strategy](http://www.leicestershire.gov.uk/weight-strategy) Deadline is 27 December 2020;

- b) North West Leicestershire Local Plan Partial Review – Proposed Modifications Consultation

Following the Examination hearing sessions held in September 2020, the Independent Planning Inspector has requested that the District Council now undertake consultation on a number of **Main Modifications** (NWL/10) required to make the Plan sound. This is without prejudice to the Inspector's ultimate conclusions and recommendations on the Plan. Full details of the consultation can be found on the District Council's website. Deadline is midnight on Sunday 10 January 2021.

**Members' instructions are requested.**

### **2351. POLICY REVIEW**

Members to consider:

- a) as deferred last month for clarification, the extension of the Complaints Policy is recommended with a new Areas for Improvement suggestion form (previously circulated).
- b) the draft Civic Protocols Policy, as previously discussed, is being finalised for consideration and adoption (to follow).

**Members' instructions are requested.**

### **2352. COMMUNITY EVENTS**

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

- a) Christmas Lights: with thanks to volunteers at the last meeting who offered help with the Christmas lights, Cllr J Straw organised the displays being put up and Cllr L Gillard/Cllr Woodward are asked to confirm if they are able to remove the lights and then prepare them for counting/storage for November 2021. Take down date to be on/by Tuesday 5 January 2021.
- b) Coffee Connect in park provisionally taking place on 9 and 16 December (to be confirmed).

**Members' instructions are requested.**

### **2353. COMMUNITY SURVEY/PROJECT**

Members to consider and discuss the information from Deana Wildgoose from Coalville C.A.N. (Communities and Neighbours), in connection with the survey amongst the parish to assess potential community projects by enabling formation of a Community Benefit Society and other ideas (see enclosed information – other information/direct contact from survey submissions).

**Members' instructions are requested.**

### **2354. GRANT APPLICATIONS**

Members to consider:

- a) Grant Application from Coalville CAN and Community Survey/Mapping requesting £250 towards planning a physical/digital network map, including analysis of Parish Visioning Exercise done in 2019 and to start process of taking a space in Whitwick with the community (confidential information supplied to members only);
- b) Grant Application from Walker Flats Allotment Society requesting £250 to provide an environment where people can gather and grow safely, including all groups from 3 year old toddlers to octogenarians and disabled gardeners (confidential information supplied to members only – constitution previously circulated so not enclosed);

- c) Grant Application from Thornborough Road Allotment Society requesting £250 to enable repairs to all potholes and level drives and car parks (confidential information supplied to members only – constitution previously circulated so not enclosed, bank statement to follow if possible);

**Members' instructions are requested.**

### **2355. BUDGET PLANNING – 2021/2022 AND BEYOND**

Members to consider:

- a) Review of Hire charges and Income – no change to charges since 2015/16 (see enclosed document from last year's review)
- b) As requested at the last meeting, guidance is requested on the draft budget (still version 1) and consideration of the information gleaned at the briefing session held by LRALC on the financial impact of coronavirus on parish councils, (previously circulated).

**Members' instructions are requested.**

### **2356. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE**

To receive the minutes of the PMGP Committee meeting held on 3 December 2020 and to note the delegated decisions taken (information to follow).

**Members to note the information.**

### **2357. PLANNING MATTERS**

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

**REF 20/00014/FUL - Former Forest Rock Cottages Adjacent To Forest Rock Offices Leicester Road - Erection of 2no. semi-detached cottages** (Deadline 23 December)

**REF 20/01847/FUL - 85 Talbot Street - Alterations to the roof including insertion of a rear dormer** (Deadline 21 December)

**REF 20/01840/FUL - 10 Clarke Close - Erection of two storey side extension and single storey rear extension** (Deadline 21 December)

**REF 20/01675/TPO – 7A Parsonwood Hill - Felling of 1no. Sycamore** (Deadline 4/12/20, extension granted to 11 December)

**REF 20/01670/FUL - Land Rear Of 87A Talbot Street - Erection of one dwelling** (Deadline 11/12/20, extension granted)

**Re-consultation following amendment - REF 20/01378/FUL - 188 Thornborough Road - Demolition of existing bungalow and erection of two storey dwelling** (Response requested 7 December, extension granted to 11 December)

**Re-consultation following amendment - REF 20/01155/FUL - 77  
Rosslyn Road - Erection of a two-storey rear extension and single-  
storey front extension (porch) (response requested 15 December)**

b) Decisions

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

**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)**

**Members' to note the information.**

### **2358. DISTRICT COUNCILLORS' REPORTS**

### **2359. COUNTY COUNCILLOR'S REPORT**

### **2360. PARISH MANAGER'S REPORT AND MATTERS PENDING**

The Parish Manager to submit report, including a separate report on the SLCC virtual National Conference (apologies for omission last month – see enclosed). List of matters which have previously been considered by the Council where action is not yet completed is not currently available.

**Members' instructions are requested.**

### **2361. ACCOUNTS FOR PAYMENT**

- a)** To note that no income has been received except the refund of VAT of £7,987.23 for the latest period, (see cashbook listing attached);
- b)** To approve the following payments of £26,619.25, including salaries of £3996.48 for the latest period (see payment listing attached);
- c)** To note the journal transfers made in period 8, including establishment of new Riparian reserve as agreed (see journal printout attached);
- d)** To note the latest income and expenditure account for 2020/21 (information attached);
- e)** To note the latest bank balances at the last month end (October) as Unity current a/c £294,564.10; Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;

**Members' instructions are requested.**

*Date of next virtual meetings:*

*Thursday 14 January 2021 at 7 pm  
Thursday 21 January 2021 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

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

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

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**MINUTES of the MEETING of WHITWICK PARISH COUNCIL held VIRTUALLY ONLINE (via Zoom) on THURSDAY 19 NOVEMBER 2020 at 7.10 pm** under Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

Present: Councillor M Wyatt (Vice-Chairman)

Clrs A Barker, L Gillard [except part of Items 2329], S Gillard [Items 2312-end only], T Gillard, P Moulton, T Oldham, L Spence, J Straw and R Woodward

In Attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

2 members of the public.

*NB. There were technical difficulties when attendees reported they could not hear the Vice-Chairman speaking. Following a short delay with changeover of computers, the meeting was re-started at 7.10 pm.*

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

### **2310. CHAIRMAN'S OPENING STATEMENT**

On behalf of the Chairman, the Parish Manager read a statement reminding members of the need to work together, despite different views, and asked members to put the best interests of the village first to serve the people who lived in Whitwick. With the consent of the Vice-Chairman, Cllr Moulton stated his regret for remarks he had made to Cllr Wyatt at the council meeting held on 15 October.

### **2311. APOLOGIES FOR ABSENCE**

Councillor L Collins

### **2312. DECLARATIONS OF INTEREST**

Cllr 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.

Cllr Wyatt declared a non-pecuniary interest in all planning matters relating to North West Leicestershire District Council.

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

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 as a member of the Leisure Centre Steering Group.

[Cllr S Gillard joined the meeting at 7.13 pm]

### **2313. MINUTES**

**Resolved that the minutes of the virtual meetings held on 24 September and 15 October 2020 be approved as a correct record.**

### **2314. PUBLIC QUESTION AND ANSWER SESSION**

None.

### **2315. PARISH MANAGER'S DELEGATED DECISIONS**

Members noted the delegated decision taken following the new national lockdown introduced from 5 November - closure undertaken again of all parish council buildings to public, hirers and visitors. Essential work had continued in the Community Office with limited overlapping by staff. The parks and playground equipment had remained open but guidance had made it necessary to close the tennis courts. Park Brew coffee morning had been cancelled on Sunday 29 November to prevent a public gathering, with signs now on display at the park.

### **2316. WHITWICK COMMUNITY CRISIS TEAM**

At the invitation of the Vice-Chairman, Ms Colledge reported that 30 prescriptions had been delivered in October and the majority of contacts were now being signposted to other agencies for the appropriate support. The anticipated need was now for phone buddies and a new list of people was being compiled who would be ready for a chat. 3 volunteers asked to be added to the list of volunteers for phone buddies. A new initiative was being explored, jointly with the Parish Manager, after an approach by the local Scout Group for Christmas Gift Boxes to residents in place of their normal fundraising Santa Sleigh around the parish. A member suggested that any recipients chosen by the Crisis Team should be asked first if they would welcome a gift. Ms Colledge invited councillors to help deliver these gifts, with a Christmas Card too.

## **2317. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS**

### **Resolved/noted:**

- a) Project Working Party – VAS (Vehicle Activated Signs) – Cllr Barker reported that two posts had now been installed as required but the third post was in the wrong place. The licence had finally been issued thanks to the good work of the Parish Manager, Andy Dyke and members. The County Council's legal department had been helped by the Parish Manager to correct missing information.
- b) Standing Orders Review meeting –meeting set for 23 November;
- c) Finance Working Party–meeting to be set after input from councillors on first draft budget;
- d) Civic Protocols Link Councillor – the Chairman was still revising the draft;
- e) Defibrillator Link Councillors – no action taken because of coronavirus;
- f) Flood Action Plan Link Councillor – no action taken;
- g) Quarry Link Councillor – no meeting had been held;
- h) Website Link Councillors –Cllr Barker reported that a Zoom meeting had been held and things were going well and more work being scheduled;
- i) Whitwick Historical Group Link Councillor(s) – Cllr Moulton reported the building now closed again due to lockdown so no new information;
- j) Hermitage Leisure Centre Steering Group Link Councillor – Cllr Moulton had now received the past minutes and would be notified when the next meeting was taking place. The Parish Manager had apologised for not notifying the Leisure Centre Steering Group of Cllr Moulton's appointment in July, which she belatedly rectified;
- k) Royal British Legion Link Councillor – no meeting had been held;

## **2318. CONSULTATIONS**

**Resolved that individual responses could be sent if wished to the Building Better Hospitals for the Future** (deadline was 21 December 2020).

## **2319. NEIGHBOURHOOD PLAN**

**Resolved that the District Council be invited to present information on the Neighbourhood Plan process at the next council meeting. Members would be able to take time to consider if such a Plan was felt to be in the best interests of the parish and potentially take time until March to consider the costs, grants, timescales and format that advisers may recommend.**

## **2320. POLICY REVIEW AND ADOPTION**

### **Resolved that**

- a) the extension of the Complaints Policy be deferred to the next meeting as a member wished to send their questions to the Parish Manager. The Parish Manager confirmed that it was her own request to have these changes made, which were in line with the District Council policy and following professional advice;

- b) **the Flag Flying policy be adopted and then later incorporated into the Civic Protocols Policy when finalised for adoption.**

### **2321. GRANT APPLICATIONS**

**Resolved that a grant of £250 be awarded to St John the Baptist Parish Church towards cost of siting a Christmas Tree, installing electrics and making good safety procedures.** It was acknowledged that groups would be unable to attend a Community Carols Event due to covid but that it was still hoped to spread Christmas cheer to the village.

### **2322. BYELAWS**

The Parish Manager had requested an update on this matter from NWLDC Legal Services but no reply had been received.

### **2323. COMMUNITY EVENTS**

**Resolved/noted that:**

- a) Christmas Lights: noted that the licence had been granted by LC for the installation by the parish of solar powered Christmas Lights, with a reminder of the parish responsibility to test the brackets;
- b) Cllr Straw urged members not to defer this scheme and that by working in bubbles felt the parish could still display the lights and help with the Christmas display. **Resolved to accept the offer of Cllr Woodward and Cllr L Gillard to help Cllr Straw organise the display.**
- c) that Park Brew event on Sunday 29 November was cancelled due to current lockdown, with arrangements for the next Park Brew to be held on Sunday 20 December from 10 am in Whitwick Park; it was hoped to publicise the Community Safety Partnership and the possible creation of a new Memorial Garden in Whitwick Park;
- d) **to accept the offer from Coffee Connect to make return visits to Whitwick Park in December, with a voluntary donation to help fund further initiatives.**

### **2324. APPOINTMENT OF INTERNAL AUDITOR – 2020/21**

**Resolved to continue the appointment of Redwood Pryor Ltd as the internal auditor for the council for another year.**

### **2325. EXTERNAL AUDITOR REPORT**

**Resolved to receive the report of the External Auditor for 2019/20 that had been satisfactorily completed, with no matters that needed to be addressed. The statutory notice to advertise the conclusion of the audit would be displayed by the Responsible Finance Officer.**

### **2326. BUDGET PLANNING – 2021/2022 AND BEYOND**

**Resolved/noted that:**

- a) the Responsible Finance Officer reported that 3 forms had been received with suggestions for parish improvements; these had not been assessed while there were 8 replies outstanding;
- b) the draft budget (version 1) had been circulated but no comments or guidance was forthcoming.

### **2327. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE**

Members noted/**resolved**:

- a) the minutes of the PMGP Committee virtual meetings held on 1 October and 5 November 2020 and the delegated decisions taken;
- b) **that the Capital Reserves of £8807.01 be released to fund replacement of some equipment at Holly Hayes and Hilary Crescent play areas;**
- c) noted the satisfactory review of the Grounds Maintenance contract by the Property Management & General Purposes Committee and the recommendations of the Committee and the Parish Manager/Responsible Finance Officer to extend the contract period for 2 years until 31/03/2024, with the tender process to be actioned in January 2023 and a budget/resource provision made for April 2023. Acknowledging that members could have differing views and in response to a specific question, one councillor expressed they were dissatisfied with the contractor; **resolved that the contractor be invited to attend a meeting with councillors on 14 January, with a view to extending the contract. The Parish Manager asked that questions be submitted in advance.** Under Standing Order 5.14 a recorded vote was requested: Voting For – Cllr L Spence, Cllr L Gillard, Cllr S Gillard, Cllr T Gillard, Cllr T Oldham, Cllr M Wyatt, Voting Against – Cllr A Barker, Cllr P Moulton, Cllr J Straw, Cllr R Woodward.

### **2328. STAFFING COMMITTEE MEETING**

Members noted the minutes of the Staffing Committee meeting held on 8 October 2020. A member raised a query on Item 2279e and the Parish Manager undertook to check Standing Orders and provide clarification.

### **2329. PLANNING MATTERS**

#### **a) Applications**

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

REF 20/01687/FUL - 91 Rosslyn Road - Proposed two storey side and rear extensions plus single storey rear extensions – **no objection**

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) – **no objection**

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 – **no objection**

REF 20/01499/TPO – 9 Jarvis Way - Removal of branch from oak tree (Protected by Tree Preservation Order) – **no objection**

REF 20/01489/FUL - 5 Rosslyn Road Single storey rear and side extension with raised decking area to rear – **no objection**

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) - **recommend for refusal on the following grounds: The application for a Certificate of Lawfulness seems to acknowledge that activities have been taking place on the site without permission. The objections previously raised by this council in representation of local residents remain firmly in place. The land is not in a suitable location for the siting of eight touring caravans for gypsies and objections be raised on the following grounds: contrary to policy H7 the siting of eight caravans in this location is excessive for Whitwick; the current need for pitches within the District should be re-assessed on latest information since the adoption of the Local Plan and spread more evenly throughout the District; contrary to policy IF7 parking and access is wholly insufficient for the size of vehicles planned for the site; the increased traffic flow would be detrimental to public safety on this busy road; location of the access on a bend in the road would be hazardous to other road users and pedestrians; insufficient information provided on the application in regard to nature of caravans and accompanying vehicles, no operation plans specified for management of the site, insufficient details on installation of adequate services for water, power, sanitation and drainage; current unauthorised use of site for builders plant and equipment which should be an enforcement matter requiring prompt action; insufficient space identified for turning and storage of new vehicles; inaccurate information provided on the application in regard to trees and hedgerows which were believed to be on site; contrary to policy D2 the site would be incompatible with the landscape and not in keeping with the visual character and amenity of this residential location; operation would be environmentally hazardous unless removal of contaminated land was safely concluded, under strict supervision and enforcement; safety of others compromised at this location which is a known hot-spot for speeding traffic, as borne out by recent Community Speedwatch and police operations**

**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

Following clarification on a previous concern about access issues at an entrance being used at Rear of 87a Talbot Street, Cllr Moulton thanked Cllr L Gillard for her update that the District Enforcement team were looking at the matter. Cllr T Gillard added that the County Highways team would look at this but comments were not through yet. Cllr L Gillard undertook to update Cllr Moulton with any news.

### **2330. DISTRICT COUNCILLORS' REPORTS**

Cllr T Gillard reported that the District Council continued to operate under difficult circumstances and were endeavouring to provide services, with a new grant scheme underway. Covid cases were increasing and future plans would depend on the government announcement of new tier system for after lockdown.

Cllr Barker asked about the delivery plan for new council homes in Whitwick and if Howe Road remained the earmarked location since residents had registered the land an asset of community value? Were District Councillors in favour of social housing and how many homes would there be? Cllr T Gillard replied that there were 3 area being looked at and he was the Howe Road land had been registered as an asset of community value.

Cllr Barker asked Cllr S Gillard for an update on the Cemetery Lodge in Whitwick which was empty and deteriorating? Cllr S Gillard replied that the plans for it to be sold by auction had been delayed by covid. Cllr Barker asked if it was now up for sale instead and Cllr S Gillard confirmed the plan was still for it to be auctioned but no date available.

### **2331. COUNTY COUNCILLOR'S REPORT**

Cllr T Gillard reported that the County Council matters had mainly been dealing with Covid. The gritters had already been out in November, based on forecast temperatures so that black ice could be prevented.

### **2332. PARISH MANAGER'S REPORT AND MATTERS PENDING**

Noted.

### **2333. ACCOUNTS FOR PAYMENT**

**Resolved/noted that:**

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

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- a) the income received of £937.10 for the latest period (as circulated);
- b) to approve the payments of £22,247.36 including retrospective salaries of £4,106.14 for the latest period (as circulated);**
- c) the latest income and expenditure report for 2020/21 be noted;
- d) the bank balances at last month end were noted as Unity current a/c (no bank statement received); Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000.

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

[Cllr S Gillard joined the meeting at 7.13 pm]


[Cllr L Gillard left the meeting at 7.49 pm and re-joined the meeting at 7.52 pm]

The meeting terminated at 8.15 pm

*Date of next council meetings: Thursday 10 December at 7 pm*

*Thursday 14 January 2021 at 7 pm*

*Thursday 21 January 2021 at 7 pm*

<b>A Community Benefit Society – a solution for real change?</b>		
		
20 <sup>th</sup> C Welfare	21 <sup>st</sup> C Radical Help	<b>Community Benefit Society (aka CBS)</b> <u>Our</u> response to the comparisons in Hilary Cottam's best seller <u>Radical Help</u> , between the old ways of doing things and the change needed.
FIX THE PROBLEM	GROW THE GOOD LIFE	A CBS encourages people to follow their passions and focus on a meaningful project in their community. Our CBS project shares tools and resources to help people make better decisions, take responsibility and control. Everyone is invited and enabled to have a good life in a CBS.
MANAGE NEED	DEVELOP CAPABILITY	A CBS meets people, as citizens, where they are, walking alongside, sharing simple and useful tools for people to make the difference they want to make. Everyone is invited to take part and contribute on what they are interested in doing and what needs doing, including learning new skills. Everyone has something to offer and can contribute to the wider aims of the CBS.
TRANSACTIONAL CULTURE	ABOVE ALL - RELATIONSHIPS	CBS, like any successful community enterprise is harder to establish as it's founded on relationships - yet much more resilient. It is democratic and explicitly looks to involve and engage the wider community, through both a vote and expectation of participation. Anyone can be a leader of a project within the CBS and is supported to get there. The strength of the connections which in turn (at the speed of trust) develop into long lasting and meaningful relationships are the fundamental building blocks of a successful CBS.
AUDIT MONEY	CONNECT MULTIPLE FORMS OF RESOURCE	CBS are founded on cooperative principles of enterprise and mutuality in a particular place. Physical and other resources (eg finance /buildings) often are not in the control of communities. Funding is drip fed through 'topdown' services and communities are forced to beg and compete. Even buildings owned by the community (in the care of the council) are often inaccessible due to a misguided set of rules. The express purpose of our CBS project is to take over assets, create and make enterprising use from them, pooling and sharing resources with everyone.
CONTAIN RISK	CREATE POSSIBILITY	A CBS; in the conversation around what it can achieve; creates possibility. It's not part of our day to day common sense – many people are not used to running things themselves. What is possible and the boundaries of our imaginations have too often been left it to private entrepreneurs, to 'professionals'; or to expect the 'council' to do it for us. The risk of doing nothing is under explored. There are many things the community can do for ourselves; it just needs untapping and supporting to flourish. ' <u>Possibility THINKing</u> ' is a skill, and needs to be shared and nurtured and so is embedded in our approach in our project.
CLOSED & TARGETED	OPEN: TAKE CARE OF EVERYONE	A CBS exists for the benefit of the whole community, members or not, open and inclusive to all. One of the core co-operative principles is care for the community. The CBS gives a structure for this to happen, between being a good neighbour and handing over to professionals. There is a role for many types of organisation however we should look to work out from the strengths & needs within the community. The surplus generated by our CBS will go directly in to a 'community wealth' fund to be allocated & shared locally.



clerk@whitwickpc.org

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**From:** Deana Wildgoose <Deana@thinkfc.org.uk>  
**Sent:** 27 November 2020 17:56  
**To:** cllr.anthony.barker@whitwickpc.org; cllr.michael.wyatt@whitwickpc.org;  
cllr.stuart.gillard@whitwickpc.org; cllr.terry.oldham@whitwickpc.org;  
cllr.jo.straw@whitwickpc.org; cllr.lisa.collins@whitwickpc.org;  
cllr.tony.gillard@whitwickpc.org; cllr.leon.spence@whitwickpc.org;  
cllr.louise.gillard@whitwickpc.org; cllr.peter.moult@whitwickpc.org;  
cllr.ray.woodward@whitwickpc.org  
**Cc:** clerk@whitwickpc.org  
**Subject:** Whitwick Survey and Three Crowns  
**Categories:** Review later, Agenda Item

Dear all Councillors,

Hope you are all well in these difficult times.

I'm hoping that you may be able to help in your roles both as councillors and villagers.

We are part of Coalville C.A.N. (Communities and Neighbours) a group in the local area working on community ownership and connecting. We are interested in what is already strong and what's needed with a particular emphasis in community wealth building through ownership and enterprise.

You may have seen that the Three Crowns is up for sale - we think it could make a perfect space for eating, socialising, living and working and be another asset for Whitwick. There are funds available to help put plans together and schemes including More Than A Pub that can offer help, funding and advice. In order to access these funds a survey is needed. With that in mind we have designed a simple survey in two parts and we are hoping that you will complete it and share it with any people, groups and organisations that you think might be interested.

Here is the link to the survey - <https://bit.ly/3ftSnyh>

For your interest I've also attached a recording i made last night at meeting/presentation by Coalville CAN to all NWL District and Parish Councillors. This provides some background, shares the vision and context if you are interested in finding out more. See the link below....

[Coalville CAN CBS Nov 26 2020 For Councillors - YouTube](#)

Hope that this is useful. I'd be happy to answer any questions or that you might have and look forward to hearing from you.

Deana

Deana Wildgoose : THINKFC

***Levelling the Playingfield***

Mob: 07974 260453

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Website: [www.thinkfc.org.uk](http://www.thinkfc.org.uk)

**Review of Hire Charges & Income**

Fees and charges from 1 April 2020 to be agreed – No increase from 2015/16 figures.

Description	2019/20 Fee (from 1 April 2018)
Annual Garden Extension Licences (none currently)	£30.00
Annual Licence to use land (none forecast)	£200.00 (or review on application)
<b>Allotments:</b>	
Full plot	£29.00
Half plot (Discount for retired plot holders – 50%) (Note: There are 24 plots at Walkers Flats, some of which are divided into small plots. At Thornborough Road there are 16 large plots and 40 small plots.)	£17.00
<b>Bowling Green:</b>	
Bowls Club season, including over 60's	£1000.00
Individual season ticket (no income ever rec'd)	£44.10
Casual Users (no income in 2015/16)	£2.80 per hour
<b>Hire Charges – Park Hall and Pavilion</b>	
Hourly rate all customers (normal minimum 2 hours)	£10.00
<b>Railway Station Lease</b> (annual charge to 2025)	£1.00
<b>Tennis Courts:</b>	
Singles Match	Free of charge
Doubles Match	

**PARISH MANAGER'S REPORT – 03 December 2020****1) EVENTS ATTENDED (plus forthcoming events)**

Nov 19	Virtual Council Meeting
Nov 20	Site meeting –CANCELLED due to National Lockdown
Nov 25	Standing Orders Working Party – CANCELLED
Nov 26	Installation of new flagpole
Nov 26	Coalville CAN Zoom meeting
Nov 27	LRALC Budget Zoom meeting
Nov 27	Coalville CAN Zoom meeting
Nov 29	Park Brew –CANCELLED due to National Lockdown
Dec 2	Officer Meeting
Dec 2	Zoom Meeting with Chairman
Dec 2	Parish Liaison Meeting - NWLDC
Dec 3	Virtual Property Management & General Purposes Committee meeting
Dec 4	Parish Manager taking TOIL
Dec 9 (?)	Site meeting at Holly Hayes Open Space – Severn Trent work
Dec 9&16	Provisional Coffee Connect in Whitwick Park
Dec 9	SLCC Virtual Branch meeting
Dec 10	Virtual Council Meeting
Dec 25	Office closed – bank holiday
Dec 28	Office closed – bank holiday
Jan 1	Office closed – bank holiday
Jan 7	Virtual Property Management & General Purposes Committee meeting
Jan 14	Extra Virtual Parish Council Meeting (shorter agenda)
Jan 21	Virtual Parish Council Meeting

**2) COMMUNICATIONS**

Routine emails received (excluding coronavirus issues) with bulletins, publicity, queries and information, including:

- a) Bulletin for all parish councillors from local religious organisation who want to share news with local government representatives;
- b) Parish & Community Environment & Transport Update
- c) Webinar on Neighbourhood Planning
- d) thanks from resident about weeding work at Whitwick Wheel;
- e) thanks from resident about new flagpole;
- f) feedback from resident about parish news update;
- g) request to publicise Shared Lives Caring scheme;
- h) request for information on Flood Action groups that may operate in Whitwick;
- i) consultation update of plans for Leicester(shire) hospital;
- j) details of HS2 workshops and Ashby Railhead proposals;

- k) statistical details on speeding traffic provided by LCC as requested by VAS Working Party to help give baseline information before operation of parish scheme;
- l) second round of coronavirus support grants for businesses (no application submitted for the parish council this time as it has been stressed that this is for those in danger of becoming insolvent);
- m) details of government grant scheme to take on apprentices (deadline for applications extended to 31 March 2021);

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

### **3) COMMUNITY OFFICE**

Concerns are deepening on the growing workload that cannot be accommodated, despite the best endeavours of staff. The effect of changing procedures, assessing and re-assessing information to meet new regulations and requirements have caused additional delays. Many of these tasks have knock-on consequences that impinge on working and efficiency is hard to strive for. There is no time to take advantage of grant opportunities, or even keep up with schemes that may be in operation, both recently or for future months. These are some of the overdue matters that have not been started, in addition to the actions that were resolved prior to my appointment nearly 4 years ago: action points from previous meetings (including the actual log of actions needed, not updated since February 2020); training record for councillors/staff; August 2019 file archiving; inviting quotes for tree surveys on open spaces; coronavirus risk assessment reviews needed on all operations; April review and re-format of all H&S risk assessments following IOSH training; communications filing; redirection of co.uk registration; password update and access controls; Emergency business resilience measures; GDPR data cleanse; Accessibility – change all templates and future documents/pdfs; arrange volunteer to write parish council history; review contracts; move/archive/delete councillor emails pre 2019; Images – find, name and delete duplicates and add alternative text for accessibility compliance; standardise email signatures/address books on 3 workstations; re-design grant application form for GDPR/audit compliance; staff files to be securely stored on network; delete old documents in Dropbox; Policy updates after July review (plus accessibility compliance); Riparian information to be researched; quotes and sourcing of new suppliers for resources needed; laminate new admin signs when wording has been changed to reflect current arrangements; provide promotion material for new external noticeboard at Park Hall; new system to log volunteers and neighbour information for land/assets; revise file system for buildings and inspection records etc; H&S check on documentation in all buildings; site meetings – reports to be written July onwards; budget preparation; prepare vacancy information for Parish Warden; publicise the current Poster competition.

The following information has been received/is needed/awaiting clarification: survey of young persons' views by NWLDC on the future of the Hermitage Leisure

Centre, with good response (using local schools); increased reports of fly-tipping taking place by Bonchurch Close; accurate meter readings to allow checking of estimated utility bills; eventual phasing out of copper based phone lines and that all analogue systems will need to change to VOIP (using internet for calls) by 2025. I am accepting the offer to retain the loan photocopier as an upgrade for the cost of £200, which will solve the previous problems and allow us to move forward.

#### **4) STAFF MATTERS**

My plans to take some leave have now fallen through and deferred until next year. Instead I hope to have a couple of extended weekends later this month, which will be communicated to the Staff Panel when details are known. I've endeavoured to support staff during the second lockdown but this is becoming more difficult when future plans remain so uncertain.

#### **5) MATTERS PENDING**

TOIL update - on 30 October there were 87.29 hours owing, reduced by 30 November to 85.44 hours owing. Extra hours were worked when producing the first draft budget last month and explains the smaller reduction.

There has been increased and continuing Officer contact with NWLDC during autumn which has been a priority and time consuming.

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

*Cathy Tibbles*

Cathy Tibbles, Parish Manager

**WHITWICK PARISH COUNCIL – 17 OCTOBER 2020****VIRTUAL TRAINING FESTIVAL REPORT – PARISH MANAGER**

In July 2020 the SLCC Board made the difficult decision to cancel the National Conference due to the pandemic. An alternative and 'the virtual festival' was devised and naturally, this was very different to being there in person. So, a 1000 person Zoom licence was purchased and an amazing event created. The commercial sponsorship (incredibly effective) allowed a £25 fee to be charged – to pay back clerks for their sterling work during the pandemic and compensate for the difficult and challenging positions we unexpectedly found ourselves in. Unfortunately, I still had a normal week's work to do, including the full council meeting on Thursday night and two other meetings that I also had to work flexibly around. I managed to plan my 'zooming' (in my own time) between a mixture of working from home or the office and attended 10 sessions, plus the AGM. There were 677 delegates and between us the total clocked up 7000+ sessions attended. Naturally we missed seeing the numerous suppliers, each one fully relevant to me (except the cemetery companies, I don't visit them). There is usually a chance to make good contacts for future benefits to the parish.

Sessions I attended were:

Mon 12/10 Keynote Speaker: Tom Swarbrick, Broadcaster and Former Adviser to Theresa May. His opening comment was to thank all the parish council clerks for their work in this biggest crisis faced by the country since WWII. His talk about challenges he had worked through, including locking a Minister in a car to prevent him attending a media interview was a surprise. He explained how the Cobra system operated with politicians standing aside to let the professional officers do the job they are trained to do - they knew the task, what their role was, who to contact, how to follow the rules/the system and to work properly together. He understood the difficulties that sole clerks often seem to face.

Becky Walsh – Tool Box talk on Inner Power Introduction on types of power, with leaders being distinct because they are the people who have to have the difficult conversations. Walk with sure steps in confidence and trust yourself and the inner clarity of what you stand for. You know your values and why you do your job. That reminded me why I applied to work in Whitwick in 2016 – to bring my enthusiasm for the next chapter in the parish council's development as you brought in new services and expanded your responsibilities (just came across my application). Leaders establish facts before reaching conclusions and are proactive in building honest

relationships. Becky was inspiring as she talked about conflict and how it leaks your energy so a solution was to choose who you give your attention to. Work with those who replenish you and **be** the difference, inspire others. Your Council must have a clear purpose and then use your power to **be** the change that's needed. Stay forward focused and promote your success stories. Councils can be disliked as they have power over others (to tax) but that's the system and can't be changed. Your Council must care to help its community and when that is clearly stated and set down it gives you themes on what is to be done and sets the action you, as clerks, need to take.

Rob Smith, Chief Executive, SLCC The pandemic response by the parish/town council sector had been spectacular and Westminster clearly now saw parishes as a great force to be reckoned with, being often described "as a secret army and a national asset". Some council behaviours had deteriorated further, with virtual meetings being a new avenue of abuse. 15% of councils had serious issues with poor standards and behaviours. Turnover of clerks was now 30% and increasing further through the pandemic (in comparison with other professions averaging 12%). Historically many clerks left when new in the job when misdescribed to applicants by councils – worryingly many of the current leavers were established, experienced clerks (but not retirees). The Code of Conduct was a huge issue and legislative change was being lobbied for so that disqualification of councillors could be reintroduced. The Devolution White Paper had been delayed further into next year but more mayors were likely, with greatly increasing roles for our parish and town councils.

Tues 13/10 Thelma Stober, Legal Team of Local Government Association Gave an overview on the new Model Code and work that had been done. The LGA had written to the government last year but not had a reply. Now LGA was having to take the lead rather than wait. Workshops had been held with ADSO, NALC, SLCC and LLG – planning now to learn from good practice from other areas and the Code to cover social media, declarations of interests and better relationships with officers. Huge amount of unhappiness with lack of progress that was costing clerks their health and their jobs and their futures. Bullying was sometimes viewed by Monitoring Officers as robust challenge – there was clearly a difference when it got personal. Harassment was wrong and some clerks were being stalked and facing serious threats.

Chief Executives Panel –Improvement & Development Board, NALC, SLCC, One Voice Wales NALC CEO said although councils did positive things like

dementia friends and good works, the pandemic response was so quick that the incredible resilience of clerks leading their communities meant by day 3 they had harnessed community action to get support in place. Using Zoom and running virtual operations had worked because clerks again had overcome challenges. He said too many councils were not doing enough for their communities and that was clearly wrong. Capacity needed to be built but budgets were needed for training and clerks should put more money in there, to spend on training councillors and officers. He said relationships had to improve. IDB CEO said it was time for parish councils to meet the challenge. Size of councils were displayed, with 95% of parishes having less than £250,000 precept. [This means in size Whitwick is in the top 5% of parishes with the services it delivers.] Parishes are often the innovators and with the White Paper new objectives would come. Aim to be uniformly good at what you do, be a high-quality frontline council in the first tier, relevant and strong to your locality. OVW – Bullying needs to be eradicated so for Wales a new guide was being written on bullying and harassment which he hoped would help others too. NALC said the gender balance was okay but the average age was 61 so younger councillors were needed and more BME. Succession planning needed for when councillors retired so engage more now to improve diversity, using co-option to achieve a better balance.

Wed 13/10 Yvonne Colverson - A Clerk's Life the Truth A background to the life of a clerk, highlighting the variation, the joy, humour, success and horror that can sometimes come into your day.

Sue Baxter, Chairman of NALC Opening statement was a most sincere thank you to all clerks on behalf of NALC, CALCS, communities and residents. The country would not be in the position we are today without the work and dedication of the clerks leading in their parishes and communities. There would be unknown changes to the tax base as economies changed in future. Important for councils to truly look after ourselves and our clerks who were driving so many good things for our communities. NALC knew clerks were finding the current situation had members who were disruptive, unhelpful and not showing respect to clerks or to each other. Sue felt there was not time to be dysfunctional and we must all work together to keep reinforcing standards. Councils must sell the positives on what councils do so that it would encourage a new breed of councillor who would be different and want to work positively for the community. Sue described parish councils as falling into three categories – really proactive and doing everything possible for the community; doing just what they have to do but not changing or doing more; and there were



sleepers and coasters (not to be assumed as small councils). Sue also thought dual hatters could be encouraged to leave politics as the door if they served at parish level. Cabinet members also could have conflict of interests if a parish councillor. Bullied clerks need to find someone to talk to, which could be your own councillors. There was support from SLCC and ALCC but if things were too bad it was sad but they would have to move on.

Thur 15/10 Budgeting in Uncertain Times – 4 Accountants/RFO's/Financial Adviser Discussed unprecedented financial times, reductions coming to the Tax Base, replacing earmarked reserves, covid implications, cuts in grants, delay to council referendum on capping, robust medium/long term planning to meet aspirations, prepare two budgets for next year and assume that precept will be your only income – one budget for if lockdown eases and one worst case scenario with low tax base and no generation of your own income, was there potential to save, commitment to real living wage, budget to help the community groups who are filling a more vital need, set new reserves to help agree Asset Transfers (or Liability Transfers – will there be funding attached to these new transfers), sell your precept to your parish and never use the % figure as that is too distorting at our level and makes bad political headlines for our sector, audit will require explanation of variances (coronavirus has impacted us heavily), beware of letting your reserve levels fall too low – this is a high risk for your council with uncertain income, use of general reserves for pandemic is legitimate, earmarked reserves are there to fulfil your commitments and meet your aspirations.

Matt Wilson – Website accessibility and compliance Thankfully with decision to have new website for Whitwick has reduced some of the worries on compliance so I haven't detailed what Whitwick will already be solving. It was stressed that this is not just about meeting the law but *it's the right thing to do*. If you have videos on your website it needs captions turned on. Will tabbing get you through the screen. Review your accessibility statement regularly but be realistic with your action plan, (revise it again for covid), educate others and explain why (and why not) things are on your website. Not recommended to open documents in a new window but if you do it that way say so in your accessibility statement. Budget time/money for future checks and keep reviewing. Every time you upload something it will take 10 minutes longer to check it's compliant. Don't have livestream if you can avoid it. AGARs are exempt from compliance because you don't control that format. Have a plain text version of the financial info if you can. If you show a map with a route then make sure you name/describe the roads it is following. If you keep old documents say

they won't be made accessible in your statement. (NB All policies on our website will have to be made accessible – going forward agendas/minutes are being made accessible but newsletters are a bigger problem!). Plan to be perfect but later on -give yourself enough time.

Friday 16/10 Dr Penny Pullan – Virtual Leadership Explained the need for clear communication (6 magic points), having gone virtual on a global project that coincided with 9/11 and stopped the New York 2-week planning meetings. Helps to be organised, collaborate with clarity, have team of others to help you with technology, sharing screens helps, hybrid doesn't allow a level playing field so think how to make that fairer for those not physically present, engage fully with your community to get more people involved.

Thailand Cave Rescue – John Volanthen Wow – what a spine-tingling story to hear of the small British team (experienced in Wookey Hole, Somerset) who were instrumental in saving the lives of the 12 young lads and their football trainer after 18 days trapped in a flooded cave. The cave was flooded for 7 months after the rescue – truly a battle against time. A heroic achievement that faced huge life-threatening challenges – using right professionals to get a better outcome; authorities had a lack of belief, respect or understanding of the issues; long time before they were convinced to listen; leadership had no idea and no experience but they made the decisions (often wrong eg preference to do nothing for several months would mean certain death); after saving 8 lives the presumption of success became a new hazard; kept belief and vision of being successful; pictured the outcome wanted; quietly got on with the job and not engaged with the media; others eventually realised we knew what we were doing; huge responsibility but knew to hold on to doing the right thing; emotions put aside so we could focus on the problem – deal with emotions afterwards. Teamwork was the key.

The conference was then closed and thanks duly given to all participants. There were different highlights this year and much needed inspiration from both speakers and fellow clerks – all interested in showing how Clerks (and Parish Managers) carry out the duties to our communities to the best of our abilities. Worryingly this year there were frequent mentions on the poor way our profession is treated by some councils, escalating to a critical point that has not been addressed from the warning signs over recent years.

**MEMBERS' QUESTIONS ARE INVITED**

Cathy Tibbles, Parish Manager

Date: 03/12/2020

## Whitwick Parish Council Current Year

Page: 80

Time 14:02

Cashbook 1

User: CM

Current Ac Unity Trust 0992

For Month No: 9

## Receipts for Month 9

## 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 :	290,709.36					290,709.36	
022	Banked: 01/12/2020	7,987.23						
022	HMRC VAT	7,987.23			105		7,987.23	VAT 1/7/20-7/9/20
<b>Total Receipts for Month</b>		7,987.23	0.00	0.00			7,987.23	
<b>Cashbook Totals</b>		<u>298,696.59</u>	<u>0.00</u>	<u>0.00</u>			<u>298,696.59</u>	

Date: 03/12/2020

## Whitwick Parish Council Current Year

Page 1

Time: 14:03

Current Ac Unity Trust 0992

## List of Payments made between 20/11/2020 and 10/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Information Commissioner's Off	130	35.00	DD 130	Annual ICO Renewal
01/12/2020	JR Landscaping & Property Main	131	19,827.35	Chq 1035	September Grounds Maintenance
01/12/2020	North West Leics District Coun	132	111.00	DD 132	Hall Rates - December
01/12/2020	North West Leics District Coun	133	111.00	DD 133	Hall Rates - January
01/12/2020	Southern Electric	136	232.43	DD 136	Park Hall Electric Aug-Nov
01/12/2020	Southern Electric	137	-347.30	CREDIT	Credit For Pavilion Electric
01/12/2020	Southern Electric	138	34.81	DD 138	Pavilion Electric - Jun-Aug
01/12/2020	Utility Warehouse	139	48.23	DD 139	August Telephone & Internet
01/12/2020	Utility Warehouse	140	42.26	DD 140	October Phone & Internet
01/12/2020	Water Plus	142	13.61	DD 142	Water for Office - Nov
05/12/2020	Water Plus	141	162.31	DD 141	Water for Park Hall & Pavilion
05/12/2020	Water Plus	143	13.61	DD 143	Office Water - December
05/12/2020	HMRC PAYE	TAX 8	3,996.48		TAX 8 - PAYE
10/12/2020	Ace Copying Equipment	125	27.59	Chq 1061	November Copying
10/12/2020	ESPO	126	98.28	Chq 1062	Office Supplies
10/12/2020	Staff Expense Allowances	127	204.00	Chq 1063	Homeworking Allowance
10/12/2020	Staff Expense Allowances	128	204.00	Chq 1064	Homeworking Allowance
10/12/2020	Community Voice	129	115.00	Chq 1065	November Full Page Insert
10/12/2020	One Stop Promotions Ltd	134	729.59	Chq 1066	Flagpole & Flags
10/12/2020	PKF Littlejohn LLP	135	960.00	Chq 1067	Review Annual Return 31/3/20
<b>Total Payments</b>			<b>26,619.25</b>		

2361 (c)

15/11/2020

## Whitwick Parish Council Current Year

Page 1

11:40

## Journal Detail

User: CT

Date 15/11/2020 Month No: 8 Current Period Journal Ref: 90

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4725	Shrubs/Flower Displays	430	Grounds Maintenance	Re-code to GM Woodbark		4,012.38
4710	Grounds Maintenance	430	Grounds Maintenance	Re-code to GM Woodbark	4,012.38	

Narrative: Re-code Woodbark from Flower Beds to GM

Journal Totals 4,012.38 4,012.38

01/12/2020

## Whitwick Parish Council Current Year

Page 1

16:21

## Journal Detail

User: CT

Date 01/12/2020 Month No: 8 Current Period Journal Ref: 91

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
351	EMR Riparian OS Flood Risk	0		Setup new EMR		10,000.00
310	General Reserves	0		Setup new EMR	10,000.00	

Narrative: New allocation for contingency for future flood liabilities

Journal Totals 10,000.00 10,000.00

## Detailed Income &amp; Expenditure by Budget Heading 03/12/2020

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	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	<u>326,799</u>	<u>301,523</u>	<u>293,096</u>	<u>(8,427)</u>			<u>102.9%</u>	<u>0</u>
Net Income	<u>326,799</u>	<u>301,523</u>	<u>293,096</u>	<u>(8,427)</u>				
6001 less Transfer to EMR	15,228	0						
Movement to/(from) Gen Reserve	<u>311,572</u>	<u>301,523</u>						
<b>200 Salaries</b>								
4000 Office Admin Salaries	39,933	27,949	42,848	14,899		14,899	65.2%	
4010 Park Hall Caretakers	4,960	1,346	6,196	4,850		4,850	21.7%	
4040 Employers NI	3,354	2,387	3,928	1,541		1,541	60.8%	
4050 Employers Pension	1,313	926	1,419	493		493	65.3%	
4055 Sickness Contingency/ Holiday	218	0	533	533		533	0.0%	
Salaries :- Indirect Expenditure	<u>49,777</u>	<u>32,608</u>	<u>54,924</u>	<u>22,316</u>	<u>0</u>	<u>22,316</u>	<u>59.4%</u>	<u>0</u>
Net Expenditure	<u>(49,777)</u>	<u>(32,608)</u>	<u>(54,924)</u>	<u>(22,316)</u>				
<b>210 Administration</b>								
4110 Stationery/Postage/Consumables	597	82	783	701		701	10.5%	
4120 Printing	406	349	575	226		226	60.7%	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	1,210	1,248	38		38	97.0%	
4335 GDPR	1,000	1,130	1,000	(130)		(130)	113.0%	
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 &amp; Expenditure by Budget Heading 03/12/2020

Month No: 9

## 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	2,402	31,500	29,098		29,098	7.6%	
Administration :- Indirect Expenditure	<u>18,793</u>	<u>10,428</u>	<u>57,081</u>	<u>46,653</u>	<u>0</u>	<u>46,653</u>	<u>18.3%</u>	<u>190</u>
Net Expenditure	<u>(18,793)</u>	<u>(10,428)</u>	<u>(57,081)</u>	<u>(46,653)</u>				
6000 plus Transfer from EMR	6,546	190						
Movement to/(from) Gen Reserve	<u>(12,247)</u>	<u>(10,238)</u>						
<b>300 Community Initiatives</b>								
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	690	1,449	759		759	47.6%	
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>2,961</u>	<u>22,017</u>	<u>19,056</u>	<u>0</u>	<u>19,056</u>	<u>13.4%</u>	<u>627</u>
Net Expenditure	<u>(6,318)</u>	<u>(2,961)</u>	<u>(22,017)</u>	<u>(19,056)</u>				
6000 plus Transfer from EMR	1,322	627						
Movement to/(from) Gen Reserve	<u>(4,996)</u>	<u>(2,334)</u>						
<b>350 Community Office Running Costs</b>								
4200 Electricity	692	171	820	649		649	20.9%	
4210 Water Charges	183	127	191	64		64	66.7%	
4250 Internet/Phone	853	552	825	273		273	67.0%	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>1,051</u>	<u>2,916</u>	<u>1,865</u>	<u>0</u>	<u>1,865</u>	<u>36.0%</u>	<u>50</u>
Net Expenditure	<u>(2,257)</u>	<u>(1,051)</u>	<u>(2,916)</u>	<u>(1,865)</u>				
6000 plus Transfer from EMR	0	50						
Movement to/(from) Gen Reserve	<u>(2,256)</u>	<u>(1,001)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Park Hall Running Costs</b>								
4200 Electricity	828	498	1,055	557		557	47.2%	
4210 Water Charges	259	356	680	324		324	52.3%	
4220 Business Rates	112	(324)	121	445		445	(267.8%)	
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%	
<b>Park Hall Running Costs :- Indirect Expenditure</b>	<b>3,680</b>	<b>766</b>	<b>5,454</b>	<b>4,688</b>	<b>0</b>	<b>4,688</b>	<b>14.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,680)</b>	<b>(766)</b>	<b>(5,454)</b>	<b>(4,688)</b>				
<b>405 Pavilion and Other Building</b>								
4200 Electricity	1,451	172	1,537	1,365		1,365	11.2%	
4210 Water Charges	776	1,067	2,000	933		933	53.3%	
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%	
<b>Pavilion and Other Building :- Indirect Expenditure</b>	<b>4,342</b>	<b>1,312</b>	<b>4,209</b>	<b>2,897</b>	<b>0</b>	<b>2,897</b>	<b>31.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,342)</b>	<b>(1,312)</b>	<b>(4,209)</b>	<b>(2,897)</b>				
<b>410 Railway Station Building</b>								
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%	
<b>Railway Station Building :- Indirect Expenditure</b>	<b>909</b>	<b>1,850</b>	<b>3,072</b>	<b>1,222</b>	<b>0</b>	<b>1,222</b>	<b>60.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(909)</b>	<b>(1,850)</b>	<b>(3,072)</b>	<b>(1,222)</b>				
<b>420 Allotments</b>								
4460 Repairs and Maintenance	0	0	250	250		250	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	



	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>
<b>Net Expenditure</b>	<b><u>(1,806)</u></b>	<b><u>(300)</u></b>	<b><u>(2,050)</u></b>	<b><u>(1,750)</u></b>				
<b><u>430 Grounds Maintenance</u></b>								
4710 Grounds Maintenance	38,116	5,895	8,134	2,239		2,239	72.5%	
4715 Grass Cutting/Strimming	13,068	23,790	14,821	(8,969)		(8,969)	160.5%	
4720 Litter Pick/Bin emptying	767	825	1,095	270		270	75.3%	
4725 Shrubs/Flower Displays	10,296	10,679	8,227	(2,452)		(2,452)	129.8%	
4730 Park Ranger Service	53,099	39,125	67,072	27,947		27,947	58.3%	
4735 Playground Insp/Maintenance/Sw	4,004	4,367	4,500	133		133	97.0%	
4736 Bowling Green	3,462	5,219	5,000	(219)		(219)	104.4%	
4737 Other GM Works	12,401	1,131	10,000	8,869		8,869	11.3%	
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>91,304</u>	<u>143,579</u>	<u>52,275</u>	<u>0</u>	<u>52,275</u>	<u>63.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(144,582)</u></b>	<b><u>(91,304)</u></b>	<b><u>(143,579)</u></b>	<b><u>(52,275)</u></b>				
<b><u>440 Other Running Costs</u></b>								
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>
<b>Net Expenditure</b>	<b><u>(65)</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>				
<b><u>450 Repairs and Renewals Fund Land</u></b>								
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>
<b>Net Expenditure</b>	<b><u>(925)</u></b>	<b><u>0</u></b>	<b><u>(36,750)</u></b>	<b><u>(36,750)</u></b>				
<b><u>460 Projects/ Initiatives</u></b>								
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	1,353	2,000	647		647	67.6%	503
4640 Fencing - New and repairs	21,795	320	6,750	6,430		6,430	4.7%	

## Detailed Income &amp; Expenditure by Budget Heading 03/12/2020

Month No: 9

## 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	105	0	(105)		(105)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	<u>29,691</u>	<u>2,082</u>	<u>13,550</u>	<u>11,468</u>	<u>0</u>	<u>11,468</u>	<u>15.4%</u>	<u>807</u>
Net Expenditure	<u>(29,691)</u>	<u>(2,082)</u>	<u>(13,550)</u>	<u>(11,468)</u>				
6000 plus Transfer from EMR	15,528	807						
Movement to/(from) Gen Reserve	<u>(14,163)</u>	<u>(1,275)</u>						
Grand Totals:- Income	326,799	301,523	293,096	(8,427)			102.9%	
Expenditure	263,145	144,662	345,602	200,940	0	200,940	41.9%	
Net Income over Expenditure	<u>63,655</u>	<u>156,861</u>	<u>(52,506)</u>	<u>(209,367)</u>				
plus Transfer from EMR	23,395	1,674						
less Transfer to EMR	15,228	0						
Movement to/(from) Gen Reserve	<u>71,822</u>	<u>158,535</u>						