



Website: www.whitwickpc.org.uk

29 October 2020

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

(Cllrs Barker, Moulton, Straw and Woodward; Ms Colledge, Mrs Barker)
(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held **VIRTUALLY** at **7.00pm** on **Thursday, 5 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

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

AGENDA

Councillors will receive an email invitation to join the meeting, although the process below will also work. The public can join the meeting at: <https://us04web.zoom.us>

Meeting ID: 858 4949 5263 Passcode: 0110202011

Using the link above, you need to enter the Meeting ID and then the password. This will take you to the parish committee meeting (being admitted to a 'waiting room' until the meeting is ready to start).

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
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.

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

NB –Park Hall remains CLOSED – this meeting is being held over the internet, in line with new legislation

AGENDA

2297. APOLOGIES FOR ABSENCE

2298. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'disclosable non-pecuniary interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

2299. PUBLIC QUESTION AND ANSWER SESSION

2300. MINUTES

To approve the minutes of the previous meeting held on 1 October 2020 (see attached).

2301. 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) Playground Working Party
- b) Bowls Link Councillor
- c) Allotments Link Councillor – Thornborough Road
- d) Allotments Link Councillor – Walkers Flats

PROJECTS

1. Whitwick Park Gates – Access Problem – *adaption recommended as trespass is taking place when gates are locked;*
2. Whitwick Park Entrance improvements – *comparative quotations received (confidential information to follow to members only) Company A (not quoted), Company B price awaited Company C to follow;*
3. The steps aside of Park Hall leading up to the grass area – *comparative quotations received (confidential information to follow to members only) Company A -quoted, Company B – price awaited Company C quoted;*
4. New Signage for the Pavilion/Green/Parking/Tennis Courts –*action required by Parish Manager, offer of assistance received;*
5. Installation of Benches throughout the Village – *3 benches installed in park, vandalised bench now being used for spares as refurbishment not possible; LCC has requested more information for licence application for Loughborough Road & Perran Avenue (Hall Lane) so response is being prepared;*

6. Repairs to the Old Station Building – *new boiler installed 29/10/20; repair work mostly completed and invoices awaited;*
7. Installation of the Miners Memorial Seat in front of the Wheel – *design information sent to LCC by Parish Manager and confirmation received that Licence application is required – draft nearly finalised for submission but map is needed to show location of current bench, with photo; LCC fee is waived until Christmas; Quote previously received and as a bespoke design there is no alternative manufacturer for comparison. **Members** to consider if lecturn is to be included in licence (and where it is to be placed) or if an information board is to be fixed to Wheel. Delivery charge is £105 + VAT, plus £40 for other items*
8. Park Hall Heating serviced ready for the winter – *new company still not provided date to undertake service due to workload – being chased weekly;*
9. Grit Bins –*date for unlocking, checking and re-filling is being circulated to volunteers (as set previously);*
10. New Flag Pole -*order confirmed, split delivery costs extra £15, site meeting on 5/11, hinged base plate installation by JR Landscaping on 12/11 and flagpole erection to be confirmed when courier confirms delivery date;*
11. Memorial Garden in Whitwick Park - *Drawings now circulated, designed by Jenny Williams, with 3 options for different scale of design; delivery charge for bench/lecturn is £40 per item + VAT if delivered at same time as other items; site meeting to be confirmed.*
12. NEW Play equipment for the Holly Hayes & Hilary Crescent Play Areas
13. NEW Fencing for Car Hill Rock

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

2302. ANTISOCIAL BEHAVIOUR – DISCUSSION REPORT

Possibly under confidential terms, members to discuss verbal update on options under consideration to improve the safety in Whitwick Park and other open spaces.

Members' instructions are requested.

2303. ANNUAL PLAYGROUND INSPECTION REPORTS

Members to consider the reports following the annual inspection of all sites (previously circulated).

Members' instructions are requested.

2304. LAND MATTERS – KING GEORGES FIELD

NB When acting as a charity trustee it must always put the interests of the charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

WHITWICK PARK

- a) the "Why I Love My Park" poster competition is underway, involving children and other park visitors; update on the first 'Park Brew' coffee event held on Sunday 25 October; next one is Sunday 29 November – all councillors invited to be involved with Cllr Collins to join park visitors and share new ideas for future park use;
- b) update (if available) on the investigation into 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) quote received for urgent repair to top of driveway (information circulated to members only);
- e) Insurers require notification if toilets block is closed for any period longer than 30 days as part of our conditions of cover;
- f) request from park users for bins to be installed by new benches;
- g) request from park users for a bin to be installed in the Jitty as bagged dog poo is being thrown over the fence into the park;
- h) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- i) no other new matters for consideration;

2305. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- b) to consider the draft Memorial Policy (see attached);
- c) enforcement action remains outstanding (following instruction to Parish Manager) of boundary infringement at one open space;
- d) graffiti discovered on planter basket at parish entry sign –has been turned round until graffiti can be removed
- e) confirmation sent to Play Inspection Company for 5 sites to be checked in September 2021, at same cost as this year;
- f) progress update by the Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2306. BUILDINGS' MANAGEMENT

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

PARK HALL:

- a) no date agreed by new company for the periodic electrical inspection (to include all 4 buildings);
- b) review of building repairs and maintenance issues;
- c) review of external areas;

COMMUNITY OFFICE:

- d) that in line with latest guidance, the Parish Manager would continue to work mostly from home; the Community Office could not safely open on a public drop-in basis due to restricted size, layout and safety considerations; new PPE to be purchased; trial underway for all visitors to be by appointment only to aid safe working;
- e) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- f) review of building repairs and maintenance issues;

Members' instructions are requested.

2307. EXCLUSION OF PRESS AND PUBLIC

Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Members' instructions are required.

2308. LAND MATTERS

Members to consider the confidential report and professional advice. To agree the best course of action in the interest of the council.

Members' instructions are required.

2309. OTHER MATTERS FOR FUTURE AGENDA

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

Members' instructions are requested.

Date of next virtual meeting: Thursday 3 December 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 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.

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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;

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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