



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)

10 September 2020

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held **VIRTUALLY** at **7.00pm** on **Thursday, 17 September 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

PARISH COUNCIL VIRTUAL MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/82187640077?pwd=Mkl6K0E4Z0lreXBqcGIKRWNHUkY1QT09>

Meeting ID: 821 8764 0077

Passcode: 1709202011

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>

Using the link above, you need to enter the Meeting ID which is 821 8764 0077 and then the password - 1709202011. 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 there may be phone numbers available to join the meeting (not yet tested so see our website for any updates about phone access.)

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

Park Hall remains CLOSED – this meeting is being held over the internet

AGENDA

NB – some matters may be deferred due to time constraints.

2238. APOLOGIES FOR ABSENCE

2239. 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).

2240. MINUTES

To approve the minutes of the previous virtual meeting held on 16 July 2020 (see attached).

2241. PUBLIC QUESTION AND ANSWER SESSION

2242. WHITWICK COMMUNITY CRISIS TEAM

The partnership work between the Parish Council and Woodstock in Whitwick is continuing, with prescription collections remaining in place but notice given that supply of meals and delivery of food would be finishing, after being scaled down in August. The Feed the Need foodbank had re-opened at Hugglescote Community Centre (Thursdays 1 – 2.30 pm). Residents are still able to call the emergency phone on 07407 766518 or leave a message when out of hours.

Ms. Sue Colledge (Co-ordinator of Community Crisis Team) provided the following statistics from August: 38 contacts by phone; delivered 69 food donations (now mostly meals); collected 22 prescriptions; had contact with 56 people. Most of our volunteers have now returned to work. and sincere thanks given by the Parish Council for the way they had helped their neighbours and community.

Residents are urged to stay safe, stay well but to remember the Whitwick Community Crisis Team is here if needed.

Members' instructions are required.

2243. PARISH MANAGER'S DELEGATED DECISIONS

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

Delegated decision on 10 September to review the latest government legislation that Park Hall and council buildings continue with phased opening as planned, under the Covid-19 safeguards already in place.

Members' to note the information.

2244. CONSIDERATION OF ITEMS PREVIOUSLY DEFERRED

Members to consider matters deferred from previous meeting on 19 March 2020:

2161 b) consideration of ward walks by members to check parish open spaces;

2163 STAFFING COMMITTEE MEETING

a) To receive the minutes of the Staffing Committee meeting held on 9 March 2020 (see enclosed draft – not yet adopted);

Members to note the information.

b) To consider the recommendations of the Committee to increase the staffing complement of the parish council and advertise two new part-time vacancies for a fixed term period, being fully funded by savings identified in the budget by the Responsible Finance Officer (£8199). Members to select from the following options:

Bookings Assistant - to oversee the bookings and payments for Park Hall, issue rotas and liaise with hirers/caretakers; to help accommodate the extended Community Office Opening hours from April 2020 plus work flexible extra hours to cover holidays/absence of staff in the Community Office, working for:

- i. 6 hours per week and allocation of 130 hours to be worked flexibly to cover staff holidays in the Community Office for a 6 month period **OR**
- ii. 6 hours per week and allocation of 130 hours to be worked flexibly to cover staff holidays in the Community Office for a 12 month period **OR**
- iii. 6 hours per week and allocation of 250 hours to be worked flexibly to cover staff holidays in the Community Office for a 12 month period **OR**
- iv. 6 hours per week and allocation of 250 hours to be worked flexibly to cover staff holidays in the Community Office for a 6 month period

Lengthsman (or other job title e.g. Parish Warden) - to oversee and monitor the parish open spaces, potentially on rotating ward basis, reporting to the Parish Manager on issues for rectification or enforcement (e.g. byelaws); to report other land/street problems in Whitwick to the Parish Manager and refer to the appropriate agencies; to work flexibly and liaise with residents on reporting/re-directing incidents and problems; undertake practical work as required on parish initiatives (e.g. Vehicle Activated Signs, Community Christmas Lights) and on community projects (e.g. VE Day); assist with evidence and, when necessary, accompany the Parish Manager on enforcement action, working for:

[Draft minutes to be checked but decision may be required on the following.]

- i. 3 hours per week for 6 month period **OR**
- ii. 3 hours per week for 12 month period

- c) In accordance with the terms of reference, the Staffing Committee to agree job description/person specification and advertising/interview arrangements, utilising reserve members with experience and availability if necessary. Date of meeting to be set.

Members' instructions are requested.

2245. REVIEW OF REGISTER OF INTERESTS

Members are reminded of the duty to review their declared interests, which may change with annual appointments by the council (16 July 2020) and other changes in their commitments during the past 12 months – amendment form provided to all members so that it can be completed and returned to the Parish Manager, who will forward it to the Monitoring Officer (see attached).

Members' action is requested.

2246. 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) Christmas Lights Working Party – members are asked to audit returned stock and review financial operation when they meet so that Christmas 2020 can be planned
- c) Standing Orders Review meeting – meeting on 5 March postponed, new virtual date to be agreed
- d) Finance Working Party– meeting on 30 April postponed, new virtual date to be agreed - suggest the Finance Working Party meet on either Thursday 17 September (after council meeting) or 24 September (after council meeting) or Thursday 8 October at 7 pm to understand issues previously queried on precept, review earmarked reserves, consider how to review new financial regulations and accommodate other council needs – including undertake coronavirus financial review, prior to commencing budget planning for 2021/22 and beyond;
- e) Civic Protocols Link Councillor – draft policy being reviewed by the Chairman
- f) Defibrillator Link Councillors
- g) Flood Action Plan Link Councillor
- h) Quarry Link Councillor
- i) Website Link Councillor
- j) Whitwick Historical Group Link Councillor(s)
- k) Hermitage Leisure Centre Steering Group Link Councillor
- l) Royal British Legion Link Councillor

Members' instructions are requested.

2247. REPRESENTATIVES ON OTHER BODIES

Following a ballot of parish councils earlier in the year, notification received that Cllr Woodward has been appointed to Audit and Scrutiny Committee of NWLDC, as notified on 8 September.

Members' to note the information.

2248. ASSET OF COMMUNITY VALUE

Member to receive notification from North West Leicestershire District Council of the successful listing of a piece of land off Howes Road/Valley Way following an application by Howe, Valley and Robinson Community Forum. The owner of the land designated for housing is the District Council.

Members to note the information.

2249. CONSULTATIONS

Members to consider:

- a) National Highways and Transport (NHT) Public Satisfaction Survey to be completed by a representative of the Parish Council (as last year) deadline is 31 October 2020 (see enclosed);
- b) Examination into the North West Leicestershire Local Plan Partial Review - Miscellaneous Matters - Changes to the Use Classes Order (see enclosed);
- c) 'Planning for the Future', the government's new white paper is inviting views – members may wish to consider a preparing a draft reply in readiness for the closing date of 29 October and jointly assess the changes to Housing Supply, which aims to increase the provision that has to be accommodated locally (deadline date to be confirmed and may be before next parish council meeting);
- d) Request by North West Leicestershire District Council to respond with suggestions for land to be included in the Strategic Housing and Economic Land Availability Assessment (SHELAA) as they are again issuing a 'call for new sites.' – deadline to reply is 21 October. (Current submissions will remain and do not need to be repeated.)

Members' instructions are requested.

2250. BYELAWS

Following consideration of the legal implications on parish byelaws for those operated by NWLDC, it is anticipated that an update may be available at the meeting (information to follow if/when available).

Members' instructions are requested.

2251. COMMUNITY EVENTS

Following cancellation and changes to community events since lockdown, members to consider:

- a) Christmas Lights in Whitwick (parish organised event);
- b) Remembrance Parade and service (organised by Royal British Legion – information awaited);
- c) Poppies on Lampposts (parish organised event);

Members' instructions are requested.

2252. PARISH COUNCILLOR EMAIL USAGE

Following delegated authority in July to upgrade parish email addresses for councillors, information is awaited from 6 members on what devices are being used before the upgrade can be ordered. NB Improvements have been noted by a member using different devices.

Members' confirmation is requested.

2253. NEW PARISH WEBSITE DESIGN

Following careful review and research by the Website Working Party to meet the aims agreed by council, members to consider the recommendation for a new parish council website to be designed, to be adaptable to mobile/tablet devices, to be more user friendly and crucially to comply with WCAG 2.1 AA or be working towards it.

Quotations received from (supplied to members in confidence):

Company A -£2800

Company B -£1713

Company C -£3725

Members' instructions are requested.

2254. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

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

Following annual review of the Terms of Reference at July Council meeting, no requests have been received for any amendments.

Members to note the information.

2255. PLANNING MATTERS

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

REF 20/01304/FUL – 47 Barr Crescent - Erection of a single-storey rear extension (Deadline 29 September)

REF 20/01256/FUL - 10 Torrington Avenue - Erection of a single-storey side extension to provide for a garage (Deadline 22 September)

REF 20/01214/TPO - Birch House 25 Silver Street - Crown reduction of 1no. Ash tree (Protected by Tree Preservation Order)
(Deadline 14 September – awaiting extension of deadline)

REF 20/01159/FUL - 84 Loughborough Road - Widen existing vehicular access (Deadline extended to 19 September)

REF 20/01153/CLE – 36 Brooks Lane - Application for a Certificate of Lawfulness for an existing use of the site as a Gypsy transit site comprising of eight pitches

(Deadline 23 September)

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

REF 20/01179/TPO – 11 Hervey Woods - Works to 1no. Oak tree (Protected by Tree Preservation Order) *No comments able to be submitted by the Parish Manager.*

REF 20/01155/FUL – 77 Rosslyn Road - Erection of a two-storey rear extension and single-storey front extension (porch) *No comments able to be submitted by the Parish Manager.*

REF 20/01097/FUL – 228 Church Lane - Change of use from residential to part residential and dog grooming business *No comments able to be submitted by the Parish Manager.*

REF 20/01012/FUL – 53 Bonchurch Road - Erection of a single storey rear extension *Delegated decision made by Parish Manager – no objections raised* [Re-consultation after amendment]

REF 20/01031/PNH – 118 Talbot Street - Erection of a single storey rear extension measuring 3.6m in length, 2.95m in height to the eaves and 3.95m in height to the ridge - *Delegated decision made by Parish Manager – no objections raised*

REF 20/01104/VCI - Land To The Rear Of 74 And 76 North Street - Variation of conditions 2,4,5 and 8 of planning permission 17/00775/FUL to reposition the dwelling and garaging *Delegated decision made by Parish Manager – no objections raised*

b) Decisions

NWLDC have now approved the following applications:

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

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

REF 20/01019/PNH - 279 Thornborough Road - Erection of a single-storey extension measuring 4.25 metres in length from the rear wall of the original dwelling house with a maximum eaves height of 2.80 metres and maximum height of 3 metres

REF 20/00993/CLP – 72 Rosslyn Road - Certificate of lawful proposed development for the erection of a single-storey rear extension and removal of timber cladding (principal elevation) with replacement rendering to match the existing dwelling house

REF 20/00990/FUL – 6 Martin Close - Erection of a single-storey rear extension

REF 20/00964/FUL – 98 Church Lane - Erection of two storey detached dwelling with associated landscaping and parking

REF 20/00943/FUL - 2 Bryans Close - Erection of a single storey side/rear extension to provide for a garage and additional living accommodation and rendering of the new extension and existing dwelling house

REF 20/00883/FUL – 3 Cragdale - First floor side extension

REF 20/00746/FUL - Vicarage Forest Farm Oaks Road - Change of use of existing barn from agricultural to B1c (Business – Light Industrial) including external alterations

NWLDC have now refused the following application:

REF 20/00885/FUL - 26B Silver Street - Widening of existing vehicular access

Members' to note the information.

2256. DISTRICT COUNCILLORS' REPORTS

2257. COUNTY COUNCILLOR'S REPORT

2258. PARISH MANAGER'S REPORT AND MATTERS PENDING

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

Members' instructions are requested.

2259. ACCOUNTS FOR PAYMENT

- a) To note that following submission of evidence by the Responsible Financial Officer, an allocation has been made by NWLDC from the grant received from central government; £4,275 has been awarded on a formula basis towards some of the losses incurred by the parish (NB separate grant funding was successfully obtained by the Community Crisis Team from other sources at the outset). NB This does not cover losses incurred by staff managing and responding to the many coronavirus issues being experienced – time is a valuable resource that can be overlooked.

- b)** To note the confirmation of the 20/21 pay scales have been issued by NALC (see attached) and the arrangements to be made for back pay to staff for hours worked since 01 April;
- c)** To note that income received of £10,027.93 for the latest period, including the first hire income of £120 (see receipts listing attached);
- d)** To approve the following payments of £18,425.46 and retrospective payments for period 5 of £38,322.37, including salaries of £3,976.34 and £3,930.15 for the latest period (payment lists attached);
- e)** To note the latest income and expenditure account for 2020/21 (information attached);
- f)** To note the completed journal adjustments made to budget allocations (information attached);
- g)** To note the quarterly financial checks by the Chairman as part of the system of internal control have been scheduled;
- h)** To note the latest bank balances at the last month end as Unity current a/c £204,629.44; 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 24 September 2020 at 7 pm*
Thursday 15 October 2020 at 7 pm