



Website: www.whitwickpc.org.uk

29 August 2019

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

(Cllrs Barker, Moulton and Woodward, Ms Colledge, Mr Pulford, vacancy)

(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 at **8.00 pm on Thursday, 5 September July 2019** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive style with a large initial 'C'.

Cathy Tibbles
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

1046. APOLOGIES FOR ABSENCE

1047. 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).

1048. PUBLIC QUESTION AND ANSWER SESSION

1049. MINUTES

To approve the minutes of the previous meeting held on 11 July 2019 (previously circulated).

1050. 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
- e) Whitwick Park Improvements Link Councillor

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

1051. LAND MATTERS – EXCEPT KGV LAND

Members to consider action list (as appended) and the following items:

ALLOTMENTS

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

RECREATION/OPEN SPACES

- b) order is being processed to purchase 2 benches and provisional date agreed for Leicestershire County Council to undertake a site visit and check locations agreed at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction;
- c) members to consider appointment of a preferred contractor as Tree Surgeon deferred from last meeting (information sought - to follow when received);
- d) any other grounds maintenance matters from/undertaken by JR Landscaping;
- e) to note request for transfer of covenant on former parish land has been received and council solicitor to undertake the preparation of documents for signing (as before);
- f) to consider request by the District Council to accept transfer of a car park at Cademan Woods, as outlined at a prior meeting with the former Chairman/Parish Manager (confidential information enclosed);
- g) to consider recommendation at WPC.019 open space for simple fencing design to enable quotations to be sought;
- h) to consider involving children in future flower planting and to set provisional date for community bulb planting project in the autumn;
- i) to note an approach by Severn Trent to undertake work on a pipe at WPC.011 near to the path to the City of Dan;
- j) to consider cycle play provision on recreation spaces (sample information and funding option previously circulated)
- k) to consider whether to invite JR Landscaping to the October meeting to formally review working practices after first 6 months of the contract;
- l) progress update by the Parish Manager on land matters previously agreed for action;

OTHER MATTERS FOR FUTURE AGENDA

- m) Members to suggest other land matters for consideration at the next meeting

Members' instructions are requested.

1052. BUILDINGS MANAGEMENT

Members to consider action list (as appended) and the following items:

PARK HALL:

- a) review of building repairs and maintenance issues;
- b) to note the planned request for £30 refundable deposit by hirers to use the projector;
- c) to be updated on the internal decoration arrangements;
- d) review of external areas;

COMMUNITY OFFICE:

- e) update on the repair/replacement of coping stones and clearance of rubble behind outer walls;
- f) update on the problems with Virgin disconnecting the office phone and the support by Utility Warehouse to resolve unexpected problems;

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- g) repair request for toilet flushing problem in the Pavilion;
- h) update on the green grant submitted for financial support to replace obsolete light fittings at Railway Station and target date for works to be scheduled;
- i) update of potential damp problem noticed in upstairs ceiling of Railway Station;
- j) members to note assistance given by Parish Manager to tenant of the Railway Station in clarifying site boundary to a utility company has had a successful outcome;
- k) review of building repairs and maintenance issues;

OTHER MATTERS FOR FUTURE AGENDA

- l) members to suggest other building matters for consideration at the next meeting

Members' instructions are requested.

1053. LAND MATTERS – KING GEORGES FIELD

As Trustees, members to consider action list (as appended) and the following items:

WHITWICK PARK

- a) to consider if costs are known of other works at the park before re-considering installation of changes to kissing gates from rear jitty to accommodate disabled friendly access (quotations previously deferred);
- b) to consider information and/or quotations for improvements to entrance to Whitwick Park (update from Lead Councillor - Cllr Moulton);
- c) to consider suggestion for disabled toilet in park to be operated under the Radar Key scheme and give better access, whilst reducing opportunities for arson and vandalism;
- d) request for memorial seat to be donated by a member of the public;
- e) request for permission to scatter ashes (see information enclosed);
- f) request to renew line marking of tennis courts;
- g) review of composting area being used by outbuildings;
- h) request by business neighbour for council to address criminal damage being undertaken by visitors to the park (nb possible site meeting with police to be held to assess issues);
- i) to note public comments on planting designs by JR Landscaping in the park and replacement of stolen plants from one entrance sign to village;
- j) to note progress on playground works by JR Landscaping and replacement of worn out tennis court net already undertaken;

PARSONWOOD HILL (part)

- k) following confirmation of details on 12 July, no order was made for new fencing by

the District Council (contractor for the project) so the planned installation in August was cancelled; revision requested for 14 October (half-term) but confirmation still awaited from Steve Truman, who will supervise the project;

- l) to note that tree work has not yet been undertaken (due to delays with fencing above) – date awaited for removal of two trees and one dead limb;
- m) to note letters sent to neighbours with advance notice of excavations, with successful site meeting held with Western Power Distribution prior to 3 day scheduled underground works by Western Power Distribution;

Members' instructions are requested.

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 on 11 July 2019 at 7.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and R Woodward

Ms S Colledge

In Attendance:

Mrs. C Tibbles, Parish Manager

2 members of the public

1013. APOLOGIES FOR ABSENCE

None.

1014. DECLARATIONS OF INTEREST

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

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

Ms. Colledge declared a pecuniary matter in the future of Hermitage Leisure Centre as a neighbour to the site.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member.

1015. PUBLIC QUESTIONS AND ANSWER SESSION

A member of the public asked if the parish council would arrange for the hedge at Thornborough Road Allotments to be trimmed by their contractor. The Parish Manager confirmed this request had been raised by Cllr T Gillard as the Link Councillor following their recent meeting and undertook to check the details of the current contract.

1016. MINUTES

Resolved: That the minutes of the meeting held on 7 June 2019 be approved as a correct record.

1017. REVIEW OF PLAY EQUIPMENT AND OPPORTUNITIES ON PARISH LAND

Following the Council appointment of Cllrs Barker, Collins, Moulton and Woodward to form the Playground Working Party the task was to review current playground equipment and provision on parish land, meet and consult with children and the wider community on future needs, explore grant funding and potential improvements and make recommendations to the PMGP Committee, prior to consideration by council. Date and venue for first meeting was agreed as Thursday 25 July at 6.15 pm in Whitwick Park. The asset list of playground equipment would be re-circulated on request if members needed it. Ms. Colledge reported that Woodstock in Whitwick had

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

a quotation for a wheelchair accessible roundabout and obtained funding for this, with a potential offer for installation at no charge. Members congratulated Ms. Colledge on this good news. The aim of having all future new play equipment being accessible to all was discussed.

1018. LAND MATTERS – OTHER LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

- a) No reports submitted.

RECREATION/OPEN SPACES

- b) The licence application for benches would be submitted to LCC for the locations agreed at Hall Lane, Thornborough Road and Leicester Road/St. Bernards Road junction and should it be approved by the County Council then consultation process would be undertaken by the parish council; further resolved that an option be publicised for memorial plaques to be purchased and installed on benches (as previously outlined by the parish council);
- c) A decision was deferred on selecting a preferred tree contractor as a very limited response had been received from the 8 companies invited to send information; the Parish Manager would extend the search and provide a summary of tree information in Whitwick park, inviting recommendations and quotes for works;
- d) a suggestion had been made by JR Landscaping for white lines to highlight the speedbumps and this was agreed; a repair to the barrier had been made at no charge; a report had been made about bad language at the skatepark which was deterring family visitors to the park and it was resolved that a poster may help raise awareness to improve the situation;
- e) noted that an account had been needed before the grit bins could be ordered; that the Chairman would help take delivery when the grit bins arrived provided he was notified in advance; that alternative quotes for salt be obtained by Cllr Woodward; that a lubricant had helped cure a recent problem lock, a pothole near the goalmouth in the park had been repaired at a cost of £5,

OTHER MATTERS FOR FUTURE AGENDA

- f) members asked that wildflower areas be placed on the next agenda for consideration, noting that the County Council had introduced new maintenance responsibilities if licences were granted to parishes; the Parish Manager to seek a view from JR Landscaping on the required process (e.g. cut, scarify, size, space, costings) and to publicise the potential scheme in the Community Voice; suggestion made that the streetlight on North Street at the entrance of Whitwick Park could be kept on to help residents see more clearly to identify problems at the park after hours and the Chairman undertook to investigate locations.

1019. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) noted that staff holidays in September would place pressure on remaining staff to cover Park Hall hirers – therefore no new bookings would be accepted for one specific week and the Hall provisionally closed on 3 empty days;
- b) noted that Cllr Moulton was still planning to investigate quotes/designs to provide safe

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

and improved disabled access to the external area by the fire doors, which would also improve facilities for all hirers and would be included in the capital project to improve the main entrance with costs being broken down in case the works needed to be undertaken on a phased basis;;

COMMUNITY OFFICE

- c) **a need to replace the missing coping stones was agreed, with removal of the old rubble behind the outer walls;**
- d) noted that the arrangements for a BT line and transfer of broadband, via Utility Warehouse, was underway following a meeting on 5 July;

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- e) noted the railings outside the Pavilion door had now been repaired but at a cost of £783 which had used the remainder of the R&M budget and needed part of the contingency budget to pay the invoice;
- f) following the checks undertaken since the last meeting, **members considered the quotations for fitting the replacement lights at the Railway Station (one circulated, one verbal and one failed to arrive) and it was resolved to accept the S&J Electrical company quote for £245 to install the replacement lighting (as previously accepted at previous meeting at a cost of £669.30 but with one additional light being required);**
- g) a report of potential damp near the ceiling was noted and the Parish Manager requested a photograph as she had been unable to visit;
- h) members noted the support by the Parish Manager to address the incorrect billing by a utility company at the Railway Station was still outstanding;
- i) no other building repairs and maintenance issues raised;

OTHER MATTERS FOR FUTURE AGENDA

- j) none.

1020. LAND MATTERS – KING GEORGES FIELD

As trustee of the Whitwick Park (King George's Field) Charity, members resolved that the following actions be taken/noted:

WHITWICK PARK

- a) that the site meeting on 3 July had recommended a bespoke solution to adapt existing kissing gates from rear jitty to accommodate disabled friendly access, being mindful of the need to prevent unauthorised access. **A quote by a local company was noted with interest but decision on acceptance and timing of an installation was deferred until full financial information on other related park projects was available;** the insurance claim for the gate damage had been registered but no quotes yet obtained **so the Parish Manager would contact suggested local companies for the gates to be repaired/painted and with Heras fencing to be used as a temporary security measure if the gates were removed** – details to be supplied to the Parish Manager by members; Information on access gates researched by the Parish Manager had been read by members and returned.
- b) noted the commendable planting designs by JR Landscaping in the park and the completion of the 9 tubs and 5 planters at village locations; a criticism was noted of the grass cut in the park, possibly due to the mower being used which could be too low to the ground;
- c) **that the quotation for £375 for remedial safety work to the metal play**

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

equipment be accepted, with wood/metal paint at £42 per tin being mixed and purchased in (bright) green, yellow and red, further agreed that extra green paint be purchased for the outbuilding doors to be painted;

PARSONWOOD HILL

- d) resolved that the final price for the fencing, including the two additional kissing gates, revision to fencing height of 1200mm, would cost £17,954 (to be funded by S106 allocation and fencing budget); a start date was still awaited from the new project supervisor Steve Truman;
- e) resolved to accept the NWLDC quote of £380 for the removal of two diseased trees and one dead limb which were required before the installation of the fence could take place;
- f) noted that WPD would be excavating (and making good afterwards) trenches at two boundary edges to extend underground cables provisionally between 21-23 August, with immediate neighbours being notified of this and the fencing/tree works;

1021. DATES/TIMES OF FUTURE MEETINGS

Resolved to meet on the following Thursday dates at Park Hall at 7 pm (unless specified):

5 September (8 pm after training event); 10 October, 7 November,
5 December, 2 January 2020, 6 February, 5 March, 2 April, 7 May

Full signature of Chairman: Date:

The meeting terminated at 8.48 pm.

Date of the next meeting: Thursday 5 September 2019 at 8 pm (subject to prior event not being delayed)

	A	B	C	D	E
79		ACTION LIST/MATTERS PENDING		Updated: 23 August 2019	Notes
80	P		North St 'historically maintained' land	Pursue Possessory Title - Nick Hancox instructed, await NWLDC reply, chase email sent 23/06	Statement supplied by Jason Knight (NWLDC) 05/18. Reply from Nick Hancox for council. Signage produced (in-house) for display on site.
81	P		Prop Cttee's recs and actions following site visit and agreed by PC (Min No 68), namely:	WPC.010 Green Lane/Herm Rd offer licences to residents who have access onto land; review litter/dog bin provision	
82	P	439a 040917	Bench Installation	Apply for licences for necessary locations if Highway land. Provisional Site meeting arranged for 9 October with LCC.	Consult with residents in chosen locations. Letters drafted and maps being produced.
83	P	434 (viii)	Whitwick Park	Establish process to deal with trespassers in park (check NALC Legal Topic Note and confirm with police)	Police view supportive if park is locked. Trespass is an offence. New Sgt. Confirmed support
84	P	434 (ix) & 777 081118	Whitwick Park	New signs on lamp posts and produce flyers for vehicles left in car park. Review NWLDC letters used on unauthorised cars left overnight. Owners to retrieve when park opens next morning. Signage to be displayed. Cars Parked at Owners Risk signs needed. Successful implementation on 01/04/19 by JR Landscaping. Process worked.	Assess who is using car park and for what reasons. Parish Manage to arrange asap. NWLDC req. to send letter 6/12. Reminded again on 21/12/18. Received 01/19
85	P	436g(iii) 040917	Land and Property	Investigate planning obligation for open space at Elms, following resident views on facilities	Cathy to review when possible.
86	P	500j 091117 975j 230519	Land and Property	Arrange valuation on land requested by resident for possible purchase to extend his garden. Valuation Office declined to submit quote as too busy. Alternative quote for valuation to be sought from a local estate agent. Update to be sent to residents to explain reason for delay.	update resident with preliminary response of PC. Contact made with Valuation Office to get quote July 2018. Maps sent Sept. Reply awaited. Office quoted for full site visit(s) (contrary to our specification as not required) and then declined to quote as too busy.
87	P	594f 080318	Buildings	Assessment to be undertaken on whether parish council need to have legionella testing done	
88	P	594f 080318	Buildings	Undertake Risk Assessment on visitors to council buildings being accompanied by dogs/children.	
89	P	594h 080318	Community Office	COSHE sheets needed for cleaning products (copied from Park Hall records) and photocopier toner	Caretaker requested to copy for P Hall. Caretaker left. Repeat upon new appointment.
90	P	657d 110518	Park Hall	Green Grant received and project costings to be checked then implemented. Projector and Screen purchased. (Extension lead, mat, lockable cupboard). Connection adaptor needed to Laptop USB.	Supplier failed to respond. Orders being placed by Chloe for alternative. Furniture purchased. Projector purchased and screen installed. 1 lead required to connect to notebook.
91	P	669 170518	Whitwick Park	Circulate quotes to members for new water tank (Bowling Green) & Parish Manager to take delegated decision; inform Club that 25% contribution was requested (with time to pay/fundraise); the Club confirm commitment to seek grant funding for prior agreed aims; the Club to increase membership with support from Parish Council for publicity and promotion. The Council accept the invitation to play a friendly match with the Club (date to be agreed).	part completed. Part outstanding for Club
92	P	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget allocated for 19/20
93	P	680n 120718	Land	Seek to appoint a specialist contractor to undertake tree inspections and work from April 2019. Not enough quotes received. Deferred to approach more suppliers	Budget allocated for 19/20
94	P	710h 130918	Pavilion	Railings on ramp need re-fixing	NWLDC to dig out, extend railings and sink in - agreed. Chased for completion by 31/03/19. Delay could be 6 weeks. NWLDC apology given. Team very busy and not been a priority. Will re-assess timescale.
95	P	711l 130918	Land	Notify resident that in principle request to purchase small piece of land is approved but larger areas of land declined. Arrange valuation. Valuation Office declined to submit quote as too busy. Alternative quote for valuation to be sought from a local estate agent. Update to be sent to residents to explain reason for delay.	Letter sent. 01/19 Resident still wants valuation quote. PM to chase
96	P	778c 081118	Park Hall	2 small folding tables (3 feet long) to be purchased to give flexibility for hirers	Chloe to source and order, checking with Kelvin if unclear
97	P	778i 081118	Pavilion/Bowls Green	broken and missing signs - 'keep off the roof' and put up 'keep off the green' to make it clear that bikes and dogs were not allowed.	Laminated signs insufficient. Order to be made for permanent signage.
98	P	843 100119	Finance	Make budget provision to enable asbestos survey, legionella assessment to be done on all buildings	
99	P	843 100119	Finance	Seek alternative contractor to repair Railway Station post or cost alternative solution	
100	P	843 100119	Finance	Make budget provision for fencing at WPC.019, as advised for H&S reasons	
101	P	845b 100119	Land and Property	Install 5mph signs in Whitwick Park for entrance drive and car park.	To be ordered asap.

	A	B	C	D	E
102	P	845d 100119	Land and Property	Create designs for whitelining to highlight speedbumps on drive, disabled parking bay by Park Hall entrance door, give way markings adjacent to the island, 'no parking' lines in passing bay and quotes for this +surface repairs to parts of the driveway/top driveway by	PMGP Committee delegated to lead project (06/19)
103	P	252(e) 975e 230519	Tree Management	Work with NWLDC to establish tree maintenance schedule on parish land to deal with tree issues and mitigate problems in future	Paul Ashmore to respond. Due in early 2018. Date for inspection awaited. Report needed by end October. Report received on 08/04/19. To be assessed and clarification sought on tree locations (no map, assets all called 0001). GPS data requested again via NWLDC on 29/05/19. Committee to then review areas raised by residents.
104	P	895h 140319	Pavilion	vandalism to the (Bowls Green) walls be repaired; that the outstanding repair from last year to the rail by the pavilion entrance be completed by the District Council;	Parish manager to get quote from NWLDC. Parish Manager to request repair done by 31/3/19. Quote not
105	P	896c 140319	Whitwick Park	Signage agreed (wording and locations) to show no overnight parking allowed. Speed limit signage also to be ordered.	Parish Manager to action. Need to measure diameter of lighting columns.
106	P	896g-140319	Parsonwood-Hill	Delegate Parish Manager to accept best value quotation for replacement fencing, subject to eligibility for S106 funding and fencing budget provision and/or Earmarked Reserves	S106 Funding Received in Bank. Cheapest quote accepted from NWLDC. Site Mtg to clarify details 29/05/19 and
107	P	896h-140319 974i-230519	Parsonwood-Hill	Accept the wayleave agreement, on behalf of Western Power Distribution, for underground electricity cables+ extension, subject to view from Fields In Trust.	Agreement to be signed by the Chairman (and Cllr Moulton) and witnessed by the Parish Manager. FIT chased for legal view as WPD need wayleave signed to schedule work.
108	P	140319 974d 230519	Whitwick Park	request update from neighbour regarding planting of replacement hedge taken out for fencing. Alternative Option suggested by neighbour and accepted by Committee that if fencing was cladded the hedge would not be required due to extra space now available for GM vehicles and increased bowls club parking (whose members should avoid parking on the grass).	19/3/19 Resident called to explain delay due to work taking longer than expected to finish but still planned. Taking advice on right time to plant so if out of season will be delayed, with apologies. Parish Manager to write and confirm that requirement to re-instate holly hedge is cancelled.
109	P	972a 230519	Playgrounds	Invite young visitor to design poster to help council canvass views of all young people and schools and visitors about current/future provision of parish playgrounds	
110	P	972b-230519	Playgrounds	Council to gather evidence of current usage levels and potential opportunities to enable assessment	Working Party appointed. Mtg underway
111	P	972c	Finance	Parish Manager to request NWLDC to confirm if money was received this year from central governments £13 million funding package for parks and green spaces (which excluded parish councils) and to ask for an allocation for Whitwick in line with views expressed by Rishi Sunak MP (Minister for Local Government) who envisaged this funding should be shared with parishes who had parks needing remedial work and renovation	
112	P	972e-230519	Playgrounds	request the council establish a working party to tackle this major project	
113	P	973b 230519	Park Hall	Pass Caretaker's phone number to JR Landscaping, revise the hire leaflet for customers, provide staff contact numbers to all committee members (for emergency liaison contact)	
114	P	973c-230519	Park Hall	order blackout blinds for windows at Park Hall and then review level of lighting (decline blinds on fire doors due to safety/design issues)	
115	P	973g 230519	Whitwick Park	Monitor level of vandalism with stones being put down public toilets - close toilets when incidents occur to prevent total blockages	
116	P	973j-230519	Railway Station	Investigate solution for obsolete fluorescent light fittings, 3 quotes needed for survey, apply for LCC grant, do energy survey, apply for NWLDC grant for LED lighting. Cllr Moulton to lead on getting quotes and solution.	
117	P	974a 230519	Whitwick Park	Parish Manager to write to young resident requesting goal nets and explain vandalism, arson and H&S issues that caused removal. Cllr Moulton to investigate further for solution	
118	P	974b-230519	Whitwick Park	Parish Manager to request resident get in touch to establish specific needs so that 2 disabled gates to Park from jitty can be costed	No contact forthcoming. Unable to clarify size requirements so best
119	P	974e-230519	Whitwick Park	Parish Manager to notify Dist Cllr S Gillard that request for private access to be re-instated is declined.	Notified. Request repeated. Notified again.
120	P	974g-230519 975f-230519	Parsonwood-Hill	Agreed to have green fencing at a height to be agreed at site meeting on 30 May, design out future ASB potential where possible, for TRAS to re-use any serviceable old chainlink fencing (to be collected)	
121	P	975b 230519	Allotments	Admin Asst to email copies of current Management agreements/tenancy agreements and former NWLDC tenancy agreement (if on file) for Cllr Moulton to review for consistency on present and past conditions for permitted plot usage for bee keeping, poultry, animals. Committee to review when info available.	
122	P	975c-230519	Allotments	Parish Manager to request future reports from Link Councillors to be submitted 8 days prior to PMGP meetings and they be circulated with agenda	
123	P	975k 230519	Grounds Maint.	Parish Manager to get additional keys for contractor to issue to staff and thanks recorded for extra flexibility put in place.	
124	P	976 230519	Council	Consider meeting monthly due to increasing responsibility but changing to 1st Thursday of month to better accommodate reporting back to council.	
125	P	982a 070619	Buildings	Satin wood paint be used to decorate the skirting boards in Park Hall.	
126	P	982c 070619	Buildings	Cllr Moulton to investigate quotes/designs to provide safe and improved disabled access to the external area by the fire doors, which would also improve facilities for all hirers and would be included in the capital project to improve the main entrance;	
127	P	982e 070619	Buildings	The Community Office interior should be decorated by the caretaking team after completing Park Hall	

	A	B	C	D	E
128	P	982i 070619	Buildings	Cllr Meult and Cllr Woodward to check wiring at the Railway Station was ok for new light fittings, check the style of the fuse board; the Parish Manager to check the last building survey for any electrical information and the areas of responsibility in the current tenancy agreement; quote accepted by Lockwells for new fittings for £669.30 +VAT, with the potential for a green grant to be applied for from NWLDC. Grant acknowledged. Awaiting assessment.	
129	P	983a 070619	Whitwick Park	members to read information on access gates and return printout to Parish Manager;	
130	P	983a 070619	Whitwick Park	additional request for access to park from rear jitty to accommodate double buggy-pushchairs	
131	P	983b 070619	Whitwick Park	improved signage needed to tennis courts to show revised entrance	
132	P	983c 070619	Whitwick Park	Removal of built up old paint from climbing frame and slide ready for repainting – sample colours provided and site meeting by members to be arranged	
133	P	983d 070619	Allotments	Admin Asst to email TRAS constitution to Link Cllr T Gillard prior to TRAS meeting taking place.	
134	P	983e 070619	Grit Bins	Purchase 6 bins, as agreed design and arrange identifying labels to be printed.	
135	P	983e 070619	Grit Bins	Council to consider 3 priority street locations for consultation and application to LCC by summer deadline.	
136	P	983h 070619	Open Spaces	Purchase 2 benches in readiness for installation, from earmarked reserves.	
137	P	985 070619	Committee	Dates of future meetings – provisional schedule to be arranged by Parish Manager.	
138	P	1018b 110719	Benches	Licence application for benches to be submitted to LCC for the locations agreed at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction.	If approved by LCC then consultation of neighbours to be done by parish council
139	P	1018b 110719	Benches	Opportunity for donations from public for a memorial plaque to go on a bench (in a location of the council's choosing). Potentially £50 per plaque or full cost of bench if only 1 plaque wanted.	Publicise in Community Voice/website. Council to agree set rates/process?
140	P	1018c 110719	Trees	Parish Manager to extend search for tree companies due to poor response. Seek quotes for work at Whitwick Park to provide like for like comparison. Decision deferred	
141	P	1018d 110719	Grounds Maint.	Agreed to have white lines to highlight the speed bumps	passed to JR 19/7
142	P	1018d 110719	Grounds Maint.	Agreed to produce poster to publicise awareness that bad language is not welcome in parks	
143	P	1019c 110719	Comm Office	Need to replace missing coping stones and removal of old rubble behind outer walls- JR to be requested to do this	passed to JR 19/7
144	P	1019f 110719	Railway Station	Quotation accepted for labour to install electrical fittings and upgrade to LED £245	
145	P	1020a 110719	Whitwick Park	Quote noted but deferred for new bespoke kissing gates at jitty at rear of park	
146	P	1020a 110719	Whitwick Park	Insurance claim submitted but quotes not obtained yet for repairs to entrance gates. Heras fencing required to maintain overnight locking.	
147	P	1020c 110719	Whitwick Park	Quote for £375 for remedial safety work to metal play equipment accepted, with wood/metal paint at £42 per tin being mixed and purchased in bright green, yellow and red. Additional green paint to be purchased for outbuilding doors to be painted.	passed to JR 19/7
148	P	1020d 110719	Parsonwood Hill	Final price agreed for fencing (as previously outlined) plus 2 kissing gates, 1 closing gate at £17,954	passed to P Ashmore 12/7
149	P	1020e 110719	Parsonwood Hill	Quote for NWLDC tree work to be undertaken to allow fencing works to take place, costing £380 as outlined at site meeting.	passed to P Ashmore 12/7
150	P	1021 110719	Committee mtgs	Dates agreed for future meetings until end of civic year. Hall booked. Diaries updated. Website to be updated.	
151					

EARMARKED AND RESTRICTED RESERVES - ACCOUNTS YEAR ENDING 31 MARCH 2019

Amount Held at 31 March 2019		Purpose of reserve
Restricted Reserves: NO FUNDING REMAINING		
£0		Section 106 agreement Commuted sum in respect of maintenance for The Elms Public Open Space – Year 5 of 5
£0		Section 106 agreement Commuted sum in respect of maintenance for the Robinson Road Play Area – Year 5 of 5
Earmarked Reserves:		
£7,500	Inc. by £2500	Towards cost of local elections 2019 (estimated to be £7,500 if all 4 wards are contested)
£2,500	No change	Casual election contingency (this figure has reduced from £6,500 since the Parish is warded from May 2015).
£8,807	No change	Provide for Capital Projects (remaining income from Sale of Dumps Road)
£627	Dec. by £373	Towards cost of Community Benches (project approved 16/17 but commissioned in 17/18)
£2100	Inc by £1050	Salt Bins – new installations being requested
£1269	Inc by £479	Community Initiatives
£385	New	Council Projects
£241	New	Repairs and Renewals for Community Office
£2526	Inc. by £1762	Repairs and Renewals for Park Hall
£475	New	Repairs and Renewals for Pavilion
£1750	Inc by £750	Repairs and Renewals for Railway Station Building
£12,870	Inc by £2470	Repairs and Renewals Fund Land
£300	Dec. by £4200	Fencing (£4,200 used at Robinson Road in 18/19)
£115.25	Inc.by £100	Poppies on Lampposts Project (£45 used in 18/19)
£1875	NEW	GDPR

Note: The Council was created in 2011 with a nil financial balance and did not benefit from a £25,000 grant subsequently made available by the government. The Council has since adopted a policy to achieve a level of 'free' reserves of 50% of expenditure by 2018/19.