



To: The Chairman and Members of Whitwick Parish Council

(Cllrs A Barker, L Collins, L Gillard, S Gillard, T Gillard, P Moulton, T Oldham, L Spence, J Straw, R Woodward, M Wyatt)

12 September 2019

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00pm on Thursday, 19 September 2019** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB, 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, PSLCC
Parish Manager

AGENDA

1054. APOLOGIES FOR ABSENCE

1055. 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).

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

1056. MINUTES

To approve the minutes of the previous meeting held on 18 July 2019 (see attached).

1057. COMMUNITY POLICING

This is an opportunity for your local beat PC/PCSOs to have a dialogue with the Parish Council (or to send a report if unable to attend). Dates for Beat Surgeries at the Community Office have been set for Saturdays 28 September and 2 November 10 am – 12 noon.

1058. PUBLIC QUESTION AND ANSWER SESSION

1059. LEISURE CENTRE PROVISION

a) **New Leisure Centre** - Planning application is to be considered by the Parish Council at this meeting (later agenda item) and an extension to the original consultation deadline was extended to 20 September to accommodate this meeting.

b) **Future Of Hermitage Leisure Centre** - North West Leicestershire District Council will be holding a public consultation event later in the autumn, likely to be at the Hermitage Leisure Centre. Dates and arrangements are still being made. See NWLDC website: <https://www.nwleics.gov.uk/pages/leisure-centres-project> for latest information on the project.

1060. 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) – Report enclosed and proposals/action plan suggested by the Parish Manager
- b) Christmas Lights Working Party
- c) Standing Orders Review meeting – 1 meeting held, 1 further date set
- d) Civic Protocols Link Councillor
- e) Defibrillator Link Councillors
- f) Flood Action Plan Link Councillor
- g) Grit Bins Link Councillor
- h) Quarry Link Councillor – vacant
- i) Website Link Councillor
- j) Whitwick History Group Link Councillor(s)

Members' instructions are requested.

1061. CONSULTATIONS/REPRESENTATIVES

Members to consider:

- a) Invitation to apply to join new patient group and play a role in local healthcare, with applications required by 6 October (see enclosed);
- b) Leicestershire County Council invitation to complete the National Highways and Transport (NHT) Public Satisfaction Survey- 'Measure 2 Improve'. Views of the parish council are requested (but completed by one submission only) before 31 October (see enclosed);
- c) Invitation from Everyone Active (Contract Manager) to appoint a parish councillor as representative on a new Steering Group that aims to shape future customer service in Hermitage Leisure Centre and the new Coalville Leisure Centre – meetings likely to be held twice per year, possibly late afternoon or early evening;

- d) NWLDC Local Plan Review – parish council to confirm if the 3 Whitwick sites previously included in the Strategic Housing and Economic Land Availability Assessment (SHELAA) and submit new information for:

Land at the City of Dan (Ref C63)

R/O Hilary Crescent (Ref C64)

Holly Hayes. Rosslyn Road (Ref C65)

Deadline for reply extended to 20 September 2019.

Members' instructions are requested.

1062. INDUCTION, TRAINING AND FUTURE PLANNING

Members to consider:

- e) reports from members who have attended recent training courses/events;
- f) confirmation that 9 councillors have now attended the Code of Conduct Training provided by NWLDC Legal Services;
- g) a date to review the Skills Audit has not been set as 5 replies from members are still outstanding; a date to discuss this and the Visioning Outcomes may be deferred to November or December so that plans can be made for effective working in the remainder of this 4 year term of office;
- h) the IOSH course (H&S) that the Parish Manager hoped to attend has been cancelled due to insufficient numbers but it is hoped to re-arrange. Formal permission is requested to attend (approximate cost £450 for 3 days, plus study/exam).

Members' instructions are requested.

1063. GRANT SUBMISSIONS FOR FUNDING

Members to consider:

- a) noting the final report was submitted to NWLDC on completion of the Green Grant funding in 2018 for projector/screen at Park Hall;
- b) noting the Green Grant application for LED lighting in the Old Railway Station is awaiting consideration by NWLDC;
- c) noting the application for bulbs to plant in the parish was submitted on 19 July;
- d) setting a provisional date for community planting and identify suitable parish land;
- e) applying for substantial funding for Whitwick Park Entrance Improvements/Park Hall exit improvements;

Members' instructions are requested.

1064. ASSET TRANSFER OF LAND (CAR PARKS) - NWLDC

Members to consider:

- a) Special Expenses Report (August 2019) inviting the parish council to accept transfer of Cademan Wood Car Park (report enclosed).

Recommendation of the PMGP Committee – to refuse the offer.

- b) Asset Transfer Report (September 2019) inviting the parish council to accept transfer of 3 car parks at City of Dan, Market Place and Vicarage Street (report enclosed).

Noted by the PMGP Committee – to also refuse the offer.

Members' instructions are requested.

1065. PARISH COUNCIL BYELAWS

Response awaited from NWLDC Legal Services Department who are assisting with the submission to MHCLG following the council's decision in July to proceed after the public consultation did not receive any objections.

Members' to note the information.

1066. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

To receive the minutes of the PMGP Committee meeting held on 5 September and note the delegated decisions taken (see enclosed).

Members to note the information.

1067. DISTRICT COUNCILLORS' REPORTS

The request to provide written reports has been declined by the 4 District Councillors (see enclosed). Verbal updates will continue to be given and questions may be raised by parish councillors.

1068. COUNTY COUNCILLOR'S REPORT

Verbal report to be given and questions may be raised by parish councillors.

1069. PLANNING MATTERS

(a) Invitation to Guest Speaker

Members to note that repeat invitations have been extended to a guest speaker to address the meeting regarding a potential leisure development proposal at Spring Lane crossing the borders of Swannington and Whitwick parishes. This follows a presentation made to Swannington Parish Council earlier in the summer. No replies have been received.

(b) Applications

The Council has been consulted by NWLDC on the following applications:

REF 19/01343/FULM - Land Adjacent To A511 Stephenson Way Coalville - Erection of a detached building for use as a leisure centre (Use Class D2) together with external landscaping, pedestrian accesses and parkland (including external trim trails and activity stations) associated parking and servicing areas alongside provision of a new vehicular and pedestrian site ingress/egress from A511 (Stephenson Way). (Extension granted to 20/09/19)

REF 19/01566/FUL - Land Adjacent To A511 Stephenson Way - Construction of a temporary vehicular site access off the A511 for construction traffic and related works in association with planning application ref. 19/01343/FULM (deadline 10/9/19 – extension granted)

REF 19/01601/FUL - 56 Coverdale - Proposed two-storey side extension (deadline 10/9/19 – extension granted)

Members' instructions are requested.

(c) Decisions

NWLDC have now approved the following applications:

REF 19/01150/FUL - 43 Temple Hill - Proposed front extension and alterations to existing flat roof to side elevation (Deadline 3/9/19 – extension granted)

REF 19/01226/FUL - 130 Brooks Lane - Single-storey front and side extension including addition of velux windows in roof. (Deadline 12/8/19 – extension requested)

REF 19/01495/PDNLHE - 46 Peterfield Road - Erection of a single-storey extension measuring 3.7 metres in length from the rear wall of the original dwelling house with a maximum eaves height of 2.1 metres and maximum height of 2.5 metres (deadline 9/9/19 – extension granted)

REF 19/01418/FUL - 160 Thornborough Road, Erection of a two-storey side extension and entrance porch

REF 19/01183/FUL - Hall Lane Methodist Church, Hall Lane - Re-surfacing of existing car park

REF 19/01074/FUL: - 346 Hall Lane - Erection of two storey side extension and single storey rear extension

REF 19/00715/FUL: 20 Crusader Close - Two storey side extension

REF 19/00823/REMM - 191 Loughborough Road - : Erection of five dwellings with associated parking works (reserved matters of appearance, scale, layout and landscape to outline permission 18/00863/VCUM)

Members' to note the information.

1070. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

Reports to be given.

Members' instructions are requested.

1071. PARISH MANAGER'S REPORT AND MATTERS PENDING

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

Members' instructions are requested.

1072. ACCOUNTS FOR PAYMENT

- a) To note the income received of £743.72 and £7461.45 for the latest 2 periods (cash book report attached);
- b) To approve the following payments and salaries of £24,950.76 and £8,829.95 for the latest 2 periods (cash book report attached);
- c) To note the latest income and expenditure account for 2019/20 (information attached);
- d) To note the latest bank balances at the last month end as Unity current a/c £144,843.74; Unity Deposit a/c £12,166.06 and CCLA Public Sector Deposit Fund £145,000

Members' instructions are requested.

Date of next meeting: Thursday 17 October 2019

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 18 JULY 2019 at 7 pm at Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor L Collins (Chairman)

Cllrs A Barker, L Gillard, S Gillard, T Gillard, P Moulton, T Oldham, L Spence, J Straw and R Woodward

In Attendance:

Mrs C Tibbles, Parish Manager/Responsible Finance Officer

10 Members of the public

1022. APOLOGIES

Cllrs M Wyatt. Cllr Straw arrived during this item.

1023. DECLARATIONS OF INTEREST

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

Cllr P Moulton declared a disclosable non-pecuniary interest as a Link Councillor to Whitwick Historical Group and as a member of Whitwick Bowls Club, Items 1029 (a & b).

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

Cllr T Gillard declared a non-pecuniary interest in Item 1027, the Hermitage Leisure Centre.

1024. MINUTES

Resolved that the minutes of the meeting held on 20 June 2019 be approved as a correct record. Cllr Barker stated that Standing Orders referred to meetings being finished by 9.30 pm and therefore felt that Cllr Wyatt was out of order at the last meeting by stating he needed it to finish by 8.30 pm. The Chairman confirmed she would not be repeating that action.

1025. COMMUNITY POLICING

With apologies from PSCO Rose who had been unable to attend for operational reasons, a summary had been sent saying that to the 13th July there had been 2 incidents of theft, 2 burglaries, 1 incident of criminal damage. The Parish Manager also reported that there had been a full investigation of a suspicious incident that occurred late at night in the village centre, with prompt attendance by Sgt. Dolby to check CCTV footage at local businesses. A full explanation had been given on the suspicious actions of the motorist who had been tracked down, identified and interviewed. The Parish Manager wished to publicly commend Sgt Dolby and her team for their dedicated commitment to conclude the matter in such a satisfactory manner.

1026. PUBLIC QUESTION AND ANSWER SESSION

A visit to Swannington's Vehicle Activated Speed signs run by the parish council had been very good and was commended by a member of the public, who served on the new working party. He believed it was imperative that Whitwick Parish Council should make provision on Talbot Street, Loughborough Road, Hall Lane and Leicester Road. Councillors Barker and Woodward, who had also visited Swannington and recorded their thanks to the Chairman of Swannington Parish Council who had provided a wealth of information with positive results now being seen from their scheme. The downloaded information from the VAS system was given every month at parish meetings and provided clear evidence of the size and scale of where the problems were in the parish. Quotes had been requested and the District Council approached to assist with the forms. Cllr Moulton explained that after the Whitwick Community Speedwatch the police acted as a result with patrols still taking place. Whilst the VAS did not record vehicle data for fines, it would provide regular data for the police.

A question was asked to Cllr Tony Gillard on a county matter that affected the appearance of the whole village due to poor Highways maintenance of paths etc which prevented accessibility for people – specifically part of Hermitage Road footpath, a longstanding fallen tree, overhanging branches and trees awaiting removal at Leicester Road. Cllr Gillard undertook to action these and report back.

A member of the public had visited the consultation in May regarding the new leisure centre, being disappointed that no-one from Highways was available to discuss alternative access solutions that could be safer than accessing from A511. He did not believe that Thornborough Road was too steep to be used as an entrance and he certainly did not support traffic turning right across the road to the entrance. Cllr Tony Gillard said the access to the site was still being designed and although the bridge was detailed in the new planning application, the access was not yet detailed or finalised.

1027. FUTURE OF HERMITAGE LEISURE CENTRE

Latest information could be found on the NWLDC website: https://www.nwleics.gov.uk/pages/leisure_centres_project. Members noted that the parish council had just received notification of the formal planning application being submitted and there were numerous documents available to view on the District Council website. The deadline for response of comments was listed as 6 August but the Planning Department had indicated the deadline would be extended due to the August recess. The Parish Manager would later confirm if the parish views could be submitted on 20 September – should this not be confirmed then an extra parish council meeting would be called during August to also enable members of the public to have the opportunity to make their views known to the parish.

1028. COMMUNITY SAFETY CHAMPION

Cllr Woodward explained his role following training by the Community Safety Partnership Team to support residents in Whitwick who might benefit from improving their personal and/or home safety. A variety of resources were available and some demonstrated (shed alarms, labels, wallets to protect car key fobs, security marker pens, signage, purse bells). Requests could be directed to the Community Office in future. Cllr Woodward had been requested to attend Woodstock in Whitwick and the parish council would hope to have these resources available, with parish councillors needing to help on Sunday 18 August and give information about their roles also. The Parish Manager would attend on Saturday 17 August.

1029. GRANT APPLICATIONS

Resolved that the applications for £250 be approved:

- a) for Whitwick Historical Group towards cost of printing the annual Whitwick Calendar;
- b) for Whitwick Bowls Group towards cost of 75th Anniversary Open Day being held to celebrate and promote the group publicly and recruit members.

1030. INDUCTION, TRAINING AND FUTURE PLANNING

Resolved/noted:

- a) Reports given by the Chairman, highlighting how essential training was, who had attended LRALC New Councillor training with Cllrs Barker and Woodward, informal meetings with the Parish Manager, read a variety of books, an excellent Chairman's Training event and hoped the public would see the benefit in time. Cllr Moulton had attended a Playground Inspection course on 17 June which focussed on weekly checks on all equipment. More detailed checks were undertaken by JR Landscaping at quarterly intervals, needing a different qualification, and annual inspections were undertaken independently. The Parish Manager confirmed the annual visit was changing to a new company, who were RPII qualified. Cllr Woodward endorsed the Chairman's comments and said training was vital for all members, regardless of experience, because of new legislation and initiatives. Cllr Tony Gillard confirmed he, with Cllrs Louise and Stuart Gillard, had attended Code of Conduct training at NWLDC and found it very informative.
- b) Confirmation received by 7 members of their planned attendance at the extra Code of Conduct Training provided at Park Hall by NWLDC Legal Services on Thursday 5 September at 7 pm (refreshments from 6.30 pm). Reply awaited from Cllr Wyatt.
- c) **That the Parish Manager identify a convenient date in October for the Skills Audit to be reviewed and the Visioning Outcomes to be discussed.** Forms were awaited from Cllrs Stuart Gillard, Tony Gillard, Moulton, Oldham and Spence.

1031. CHRISTMAS LIGHTING SCHEME 2019

Resolved that the Parish Council should allocate £1000 (Community Events Budget 4540) to subsidise the cost of alternative lighting scheme, investigating purchase of own lights instead of rental. A working party was appointed to proceed with running a lighting scheme for local businesses but on a council purchase basis – reviewing how to quickly find a new design, source solar lights, storage, weight, cost options for business donation/sponsorship and participation options. Members: Cllrs Collins, Moulton and Woodward, joined by Ms. Colledge.

1032. PARISH PROJECTS

Resolved/noted:

- a) Date set for new Playgrounds Working Party to meet at 6.15 pm on 25 July at Whitwick Park to start review of current playground equipment provision non parish land, as requested by PMGP Committee. The role is to meet and consult with children and the wider community on future needs, to explore grant funding and potential improvements and make recommendations to the Committee, prior to consideration by council.
- b) Reports noted earlier from Project Working Party on VAS scheme; explanation and discussion on written report from Cllr Spence about website review and research undertaken, noting there would be recommendations to consider at next council

meeting; from Cllr Spence about Civic Protocols and an excellent policy he had found elsewhere to base our draft protocols on.

1033. GREEN SHOOTS FUNDING – NWLDC GRANT OPPORTUNITY

Resolved to apply for bulbs under match funding scheme for a community planting event in the parish, on the basis that 5 councillors were available to support this.

1034. ENVIRONMENTAL PROTECTION TEAM

Members noted the changes at NWLDC after a recent service review.

1035. EVENTS AND EXTRA MEETINGS

Resolved/noted the following events

Council Bowls Match with Whitwick Bowls Club on Wednesday 14 August at 6.15 pm to be attended by **Cllrs Marker, Moulton, Oldham and Woodward. Members welcome to join in.**

Woodstock in Whitwick on Saturday 17 August to be attended by **Parish Manager** and Sunday 18 August by **Cllr Woodward. Volunteers requested.**

Standing Orders review meeting – confirmed as Thursday 22 August at 3.30 pm (Community Office) for **Chairman, Past Chairman and Parish Manager**, with all recommendations for changes to be submitted to Council for consideration and approval at the September or October meeting. **Cllr Spence** was invited to join the review.

Staffing/Appeals Committee Joint Meeting – confirmed on Wednesday 18 September at 6.15 pm (provisionally in the Pavillion at Whitwick Park) **to be attended by Cllrs Collins, Louise Gillard, Stuart Gillard, Tony Gillard, Spence and Wyatt** to urgently review and update the Discipline and Grievance Policies and suggest revisions to the Terms of Reference for submission to the council for approval.

Provisional date for extra Council or Committee meeting - Thursday 22 August at 7 pm dependant on any priority need and assessed the week before, with agenda notification by 16 August.

No Macmillan event to be held in 2019 due to staff/volunteer shortages.

1036. PARISH COUNCIL BYELAWS

Members considered the responses from the public consultation and the support that had been forthcoming. **Resolved to approve the Statement Outlining the Regulatory Assessment of the New Proposed Byelaws and proceed with submission to MHCLG.**

1037. CONSULTATION –

Noted with interest and some discussion, although a council response was not proposed:

a) Leicestershire County Council - consultations

At the meeting of Leicestershire County Council's cabinet on Tuesday 25th June, approval was given to commence a public consultation exercise over proposed changes to the Recycling and Household Waste Sites summer opening hours. The proposal is to reduce the summer opening hours by 2 hours a day to close at 5pm instead of 7pm, April to September. Winter hours will remain the same. The consultation on the proposed service change will start on **Monday 1st July and run until 23rd September 2019.** A link

to the consultation can be found here: www.leicestershire.gov.uk/wastesitechanges The report also noted that the Environment and Waste Service intend to expand the current permit scheme to accept commercial style fridges and freezers and the acceptance of car tyres and hazardous wood for a small charge. These changes are estimated to achieve savings of £134,000 from a change to operational hours, and £2,000 from the introduction of the additional waste streams, by the end of 2020/21.

b) Where Leicestershire County Council spends its money (as circulated) deadline for reply was 8 September 2019

c) Better Care Together Briefing

Changes proposed by the partnership on hospital services at 3 sites – Glenfield Hospital, Leicester Royal Infirmary and Leicester General Hospital. Video and information available at <http://www.bettercareleicester.nhs.uk/the-bct-plan/acute-and-maternity-reconfiguration/> or by visiting Better Care Together on YouTube - <https://www.youtube.com/channel/UCcxnYSIBP-B5qBnYwtMNvdA> For more information please visit www.bettercareleicester.nhs.uk

d) Inspectors Report for the Leicestershire Minerals & Waste Local Plan –

Members noted the additional information which followed the public examination hearing sessions held on 22 and 23 October 2018 and consultation on the proposed main modifications to the Plan of January to March 2019, the Inspectors' report had now been made. The report concluded that provided the proposed main modifications were made to it, the Plan would be sound and should be adopted. The Inspectors' report can be viewed online and downloaded at: <https://www.leicestershire.gov.uk/environment-and-planning/planning/minerals-and-waste-local-plan/submission> and is available for inspection at County Hall, Glenfield, Leicester LE3 8RA between Monday-Thursday: 8.30am – 5pm (Friday until 4.30 pm). Members of the public wishing to view the report at County Hall were advised to contact the planning team by emailing planningcontrol@leics.gov.uk or phoning 0116 305 1085.

1038. NOTICE OF MOTION

Resolved unanimously that Mr T Pulford be appointed as a non-councillor member of the Property Management and General Purposes Committee, in line with the Local Government Act 1972, Section 102(3) and outlined in the previous report and advice, with the powers and duties as clarified.

1039. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

Members noted the minutes of the PMGP Committee meeting held on 11 July 2019 and the delegated decisions taken.

1040. DISTRICT COUNCILLORS' REPORTS

Cllr Tony Gillard reported current District Council matters on behalf of himself, Cllr Louise Gillard and Cllr Stuart Gillard, and would hand his report to the Parish Manager after the meeting. Questions were asked about land being sold, covenants being lifted, why income was not ring-fenced, High Street Funding success in first round, Green Flag for park, cemeteries, new homes, relaunch of Shop Frontage Scheme, future events in Coalville, new leisure centre and autumn consultation on future of Hermitage Leisure Centre site that had exciting plans, figures and information about recycling, praise for customer service at Everyone Active Gym. The Parish Manager asked members for their recollection of future public consultation arrangements.

1041. COUNTY COUNCILLOR'S REPORT

Cllr Tony Gillard reported current County Council matters and would hand his report to the Parish Manager after the meeting. Questions were asked about future transport links, wildflower planting on verges (map awaited of Thornborough Road location by Cllr Gillard from Parish Manager). The Parish Manager was asked if other written reports had been received from District or County Councillors for Whitwick and she confirmed there had not been any.

1042. PLANNING MATTERS

- a) **Invitation to Guest Speaker** – following a presentation at Swannington Parish Council about a potential leisure development that crossed the borders of Swannington and Whitwick parishes, location details were displayed. **Resolved that the Parish Manager should repeat the invitation to the developer's representative for the September council meeting.**
- b) **The Council had been consulted by NWLDC on the following applications and it was resolved that no objections be raised:**

REF 19/01183/FUL - Hall Lane Methodist Church, Hall Lane - Re-surfacing of existing car park (deadline 22/7/19)

REF 19/01215/FUL - 7 Whitwick Moor Thringstone - Erection of extension and alteration (deadline 24/7/19)

c) **Prior Approval Scheme**

Members noted the information on the new process to allow planning consent without formal application to the planning authority or notification to the parish council.

d) **Decisions**

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

REF 19/01047/PDNLHE – 63 Rosslyn Road - Erection of a single-storey rear extension measuring 5.1 metres in length from the rear wall of the original dwelling house, a maximum eaves height of 2.245 metres and a maximum ridge height of 3.468 metres

REF 19/00992/FUL – 36 Mossdale - Erection of a single storey side extension

REF 19/00832/FUL:- 21 Hall Lane – Amended Re-submission of Single storey side extension

REF 19/00871/FUL - 7 Perran Avenue - Single storey rear extension

REF 19/00739/TPO:- The Forest Rock Offices Leicester Road - Felling of 1no horse chestnut and works to 10no trees (protected by preservation order) (deadline 21 May)

REF 19/00760/FUL:- 5 Torrington Avenue - Erection of a two-storey front extension and single-storey rear extension (deadline 22 May)

REF 18/01773/FUL - Land at Stephenson Way, Hermitage Road - Erection of nine dwellings with associated off street parking and landscaping

1043. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

The Chairman reported her attendance at the Parish Liaison Meeting with NWLDC On 21 May where a presentation was given on Civic Protocols, risk assessment process for good tree management and arrangements about Condolence Books in the event

of the death of a prominent figure. On 15 June the Chairman had attended the LRALC AGM where commitment of members who served on more than one council/one tier of government was debated, following by discussion of how LRALC would accommodate staff shortages. Assistance was provided by neighbouring CALCs who had stood in to present the Chairman's Training course, as reported earlier in the meeting.

Cllr Moulton commended the Playground Inspection course attended on 17 June as most informative.

Cllr Gillard reported he had attended the Thornborough Road Allotment Society meeting on Sunday 30 June, explaining the rent collection system which could unfortunately result in delays to the process expected by the parish council. Discussion took place on action needed to improve visibility: the responsibilities were outlined for the grass verge and overgrown vegetation (County), cutting the outside of the hedge (parish council contractor to be instructed after nesting season); cutting inside of the hedge (TRA Society); clearing of the ditch – undecided and County officer currently investigating.

1044. PARISH MANAGER'S REPORT AND MATTERS PENDING

Members noted the report, together with the updated list of outstanding council action points.

1045. FINANCE AND ACCOUNTS FOR PAYMENT

Resolved that:

- a) the income of £1001.59 received since the last meeting be noted;
- b) the latest payment list and retrospective salary payments of £23,721.35 be approved;**
- c) the latest income and expenditure report for 2019/20 be noted;
- d) the bank balances at last month end were noted as Unity current a/c £178,765.39; Unity Deposit a/c £12,166.06 and CCLA Public Sector Deposit Fund £145,000 be noted;
- e) to agree delegated authority to the Parish Manager to approve urgent invoices for payment during the August recess, with list of payments to be submitted to council retrospective approval.**

Full signature of Chairman: Date:

The meeting terminated at 8.59 pm.

Date of next council meeting:

Possibly Thursday 22 August 2019 at 7 pm (if required)

Thursday 19 September 2019

PARISH MANAGER'S REPORT – 23 August 2019**PROJECT: Vehicle Activated Signs (VAS) Topic of report**

Following the last meeting, the working party met promptly and I am circulating their report (attached), which I fully endorse. I would like to particularly thank Andy Dyke for writing the report in such a comprehensive way which has enabled me to make progress today with a provisional site meeting with the County Council now arranged for **Wednesday 9 October (time to be confirmed – am)**. **Further advice will be received at this meeting to enable the report**

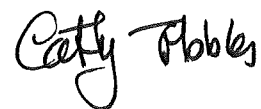
I would ask members to consider the following points so that this major Council Project can move forward to the next stage(s).

Proposals:

- 1) **Council to consider report in principle, assessments made and outline of arrangements needed;**
- 2) **Councillors to agree and confirm their personal practical support in the physical aspects of maintaining a scheme when operations commence;**
- 3) **To consider/approve the locations recommended by the Working Party, to be put forward for County Council consideration;**
- 4) **After site meeting is held (detailed above) to agree the parish council should consult with any homeowners if a MVAS location is outside their home;**
- 5) **After consultation is done, to commission testing of the identified posts, as required by the County Council;**
- 6) **To note that Parish Council holds £15 million public liability insurance so criteria is met;**
- 7) **Parish Council to consider/approve purchase in principle of 2 mobile VAS units and 6 additional brackets, (Appendix 4) utilising earmarked reserves (Community Initiatives) where necessary to supplement the Project budget already set aside; my preliminary recommendation is Westcotec Portable SID at £3,175 x2, plus £300 for brackets;**
- 8) **Consider delegation to Parish Manager of purchase, based on Site Meeting outcomes/suppliers final quotations (when all received) – this information is needed to provide weight/size etc to the County Council.**

Members to note that further information/updates from the Working Party will be given.

Members instructions are requested.



Cathy Tibbles
Parish Manager

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Background

The objective of this project is to justify the installation of 2 Vehicle Activated Signs (VAS) at different locations in the village of Whitwick.

The problem of speeding vehicles through Whitwick has been a widely known issue for many years with numerous survey's and studies being conducted. This has been raised with Leicestershire County Council (LCC) several times, with objective to seek funding, without success. LCC have argued that Whitwick fails to meet the criteria (number of injuries or fatalities) required for them to act [Appendix 1].

Proposal

There are several options open to the Parish Council as outlined in the *Third-Party Funding Guidelines – VAS* [Appendix 2].

There is also the additional option of asking LCC to install VAS, however they are currently quoting £12,000 per sign to install and maintain. This cost is prohibitive and is unlikely to proceed.

The proposal is that the Parish Council purchase 2 battery powered movable VAS and ancillary equipment to be located at several points in the village. The proposed locations are shown in the pictures [Appendix 3]. The installation and removal would be managed by members of the Parish Council or volunteers. The plan would be to have the VAS units at each location for between 3-4 weeks at a time. The data gathered will be sent to Leicestershire Police to aid their planning for locating the Camera Safety Van and other countermeasures.

The locations selected are obviously subject to survey and approval by LCC.

We have worked with Swannington Parish Council to understand their experience of the effectiveness of the introduction of VAS units. They too were experiencing a level of around 60% of the vehicles exceeding the ACPO guidelines. They have however noted that since the introduction of the VAS units that there has been a gradual improvement through the village.

Each sign is approximately 12.5kgs plus battery of 11.0kgs.

Costs

We have approached 3 companies and have received costs for several options from the providers below,

- Westcotec
- Mallatite
- Coeval (still awaiting costs)

The costs and options are outlined in [Appendix 4].

Other costs such as insurance and incidental items (such as ladder, tablet or laptop – if existing equipment is not suitable) will need to be established if required.

The preferred provider, in the view of the working party, is *Westcotec*. This company have supplied several Parishes in Leicestershire and indeed we have seen the units in operation in Swannington.

We would propose purchasing 2 units plus associated Bluetooth connection and several lamppost brackets.

The data gathered can be downloaded to a tablet or laptop and then presented to the Parish/District/County Council and Police for use in future planning.

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Summary

The problem of speeding traffic in Whitwick has been an ongoing problem for many years and is well known to the residents, Police and Council. It has been subject to several Community Speed Watch programs.

In May 2017 LCC conducted a 24-hour survey of traffic on Talbot Street. The result was that a total of 11,103 vehicles were recorded travelling in both directions and a staggering 6,320 (56.92%) exceeded the ACPO guidelines of 35 mph [Appendix 5]. In addition to this of the 6,320 exceeding the guidelines around 10-15% of these were going fast enough had they been stopped they would have faced a court summons and ban.

In July 2018 a number of members of the Parish Council, along with several volunteers, undertook a Community Speed Watch. This primarily focused on Hall Lane, Talbot Street, Leicester Road & Thornborough Road and lasted for 2 weeks. The result was over 270 vehicles were recorded in excess of the ACPO guidelines. This was reported to Leicestershire Constabulary who wrote to the offenders.

The response from Leicestershire Constabulary has been extremely positive and as a result of our action have added the placing of the Camera Safety Van on Hall Lane and Talbot Street has been added to the rota. In fact since the introduction we have seen a very significant increase in prosecutions on Hall Lane and Talbot Street [Appendix 6].

Having discussed the issue with the Parish Council Leader in Swannington, who have been using the signs for 12 months, he confirmed that they have noted an improvement in terms of an overall speed reduction when the signs are operating.

The addition of VAS in 'hotspots' in the village will act as a deterrent. Whilst it is not the complete answer to the problem it is a step in the right direction.

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope

July 2019

Appendix 1

Copy of email from Philip Crossland Director of Environment and Transport LCC June 28, 2017

Dear Mr Dyke

Thank you for copying me in on your response to my Assistant Director, whilst I appreciate your concerns and the view that prevention is better than cure, I am afraid there is little else that either Ms Carruthers or myself can add on this matter.

It is not that we are unwilling to support the community but rather the unescapable financial reality that faces local government means that we simply cannot address all community concerns.

I am sorry if this was not clear from our previous correspondence and hopefully the detail below sets this in context.

The financial reality associated with public sector austerity is that whilst in 2009/10 our combined revenue and capital highway maintenance spend was £32.6 million, by 2020/21 we are forecasting only being able to spend £16.5 million. When inflation is taken into account this is a reduction of 78% and whilst we have done much to generate savings through efficiencies it will not be possible to achieve this level of saving without reducing our service levels and concentration on our statutory duties which involves taking some difficult and unpopular decisions around our priorities.

In terms of our capital allocations from Government these were reduced from £4.9 million pa in 2014/15 to £2.7 million from 2015/16 and onwards.

Whilst we have been successful as an authority in attracting significant central government funding through the Leicester and Leicestershire Enterprise Partnership, this is for schemes that deliver economic and housing growth. For the period 2015/16 to 2017/18, this required us to provide match funding of £7.1 million over that period from our £2.7m annual capital allocations, as you can see, for the period 2015/16 to 2017/18 we have circa £330,000 per annum for local improvements compared to the £4.9m which was available in 2014/15. This is an inevitable consequence of national government changing the way local authorities access capital funding and the drive to stimulate economic growth.

Outside of this our policy is to maintain the condition of our highway network and consider essential safety schemes only, with these being limited to areas with a proven casualty record history higher than the national average or higher than otherwise would be expected, the County Council has made an additional £500,000 available for casualty reduction schemes of this nature for 2017/18 and 2018/19 however this is again is rightly targeted at sites with higher than average accident rates.

This regrettably means that the majority of customer and community requests for highways improvements to address concerns such as those raised by yourself cannot be acted upon as there will be no funding available unless they are clearly considered an essential safety scheme.

This is why we target our limited resources where injury accidents are evidenced to have actually happened rather than on areas where communities have concerns or where speeds may be higher than the posted speed limit, which is ultimately a matter of enforcement.

If you remain dissatisfied with this response or the council's policy you can make a formal complaint and details of how to do this can be found at:

<https://www.leicestershire.gov.uk/about-the-council/contact-us/complaints>

I am sorry we cannot be more helpful on this occasion

Kind regards

Phil Crossland

*Director of Environment and Transport
Leicestershire County Council*

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Appendix 2

Guidelines for Third Party Funding of – Vehicle Activated Signs

Guidelines for Third Party Funding of – Vehicle Activated Signs

Purpose of Guidelines

This guidance note sets out the process involved to develop and deliver a third party funded scheme to provide vehicle activated signs.

Background

Leicestershire County Council allows proposed highway improvements to be funded by a third party provided they are safe and align with current regulations, guidance or good practice. All associated costs must be provided by the third party, from initial concept designs through to ongoing maintenance/insurance costs.

On receipt of a request for a highway improvement the proposal is assessed to check:

- 1. if it is appropriate for the highway (i.e. does it align with current regulations, guidance or good practice). If it does not the scheme will not be supported by LCC and approvals will not be given for further development; or*
- 2. if the scheme meets our criteria for funding. If this is the case it will be added to a priority list to be funded by LCC when resources become available.*

The funding assessment ensures that the County Council's traffic safety resources are focused on locations that present the highest risk. The assessment is evidence based and uses a number of criteria dependent on the nature of the proposal and its location, including number of reported accidents, speed limits, average speeds, type of road and impact on emergency vehicles.

If the improvement does not meet our criteria for funding but is allowable on the highway, the option is available for the requestor to provide/seek third party to enable the proposal to be developed, designed and built.

Vehicle activated signs or VAS typically fall into a category of works that can be funded by a third party.

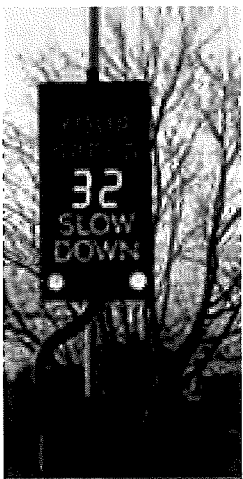

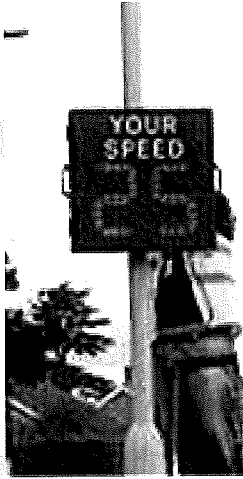
There are several VAS options and types of implementation that can be considered by a third party. The following information provides some high-level guidance and costs that maybe helpful when making a decision on the way forward.

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope

July 2019

Appendix 2 [cont.]

	Mains Powered – Permanent VAS	Solar Powered – Permanent VAS	Battery Powered “moveable” VAS (can be moved to different positions in the village according to requirements)
			
Cost if installed & managed by the Council	£10,000 - £15,000 - dependent on sign and locations – also includes 10 years maintenance, insurance and running costs.	£10,000 - £14,000 - dependent on sign and locations – also includes 10 years maintenance, insurance and running costs.	N/A
Cost if installed and managed by Parish	£2,000 - £6,000 for the sign, plus design, engineering solution, fees and ongoing maintenance (including public liability insurance) many need to install new column and arrange electrical connection with suppliers etc.	£2,000 - £6,000 for the sign, plus design, engineering solution, fees and ongoing maintenance (including public liability insurance) many need to install new column	£1,000 - £5,000 for sign and additional structural survey for lamp posts the units will be attached to. The structural testing can cost anything for £50 – £1,800 dependent on the post, timescales etc. If you would like additional Council advice on locations and maintenance this would cost £500.

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Appendix 2 [cont.]

Permanent Signs - Notes on Installation and Management by the Parish

The Parish appoints a contractor to design, supply and install a vehicle activated sign. The Parish contractor installs the foundations and post for your sign to be erected on. The following processes and costs apply:

- There is no County Council officer involvement as the Parish will appoint a contractor to design/install and maintain the signs.
- The Parish Council will need to carry out all consultations with affected properties and deal with any objections
- The Parish Council will need to gain a structures licence from the County Council prior to any works being carried out – this is a £75 one off fee.
- The Parish Council will be required to provide location drawings and details of the scheme/signs to the County Council for approval as part of the structures licence
- The Parish Council must hold and present a copy of Public Liability Insurance in excess of 10 million pounds to gain a structures licence
- The Parish Council will need to appoint a suitably qualified contractor to install the sign.
- The contractor will be required to follow the standard processes for working on the Highway, which will include a Permit to work.
- The Parish Council will be responsible for all maintenance and upkeep of the asset. Should the asset be damaged in an incident which requires Leicestershire County Council to attend and make the asset safe, any costs associated in doing so will be charged back to the Parish.

Permanent Signs –Notes on Installation and Management by the Parish but Design Carried out by the Council

The Council carries out the design and consultations, including the installation. Your contractor will install the sign. The following processes and costs apply:

- A £500 one off payment is required before the County Council actively start feasibility studies, this is to cover officer time involved in site meetings, travel to and from site, and initial designs.
- The County Council will provide location drawings and details of the scheme/signs etc.
- The County Council will provide a quotation for foundations and a post to be installed on the highway
- The County Council will carry out all consultations with affected properties and deal with any objections
- The Parish Council will need to gain a structures licence prior to any works being carried out – this is a £75 one off fee.
- The Parish Council must hold and present a copy of Public Liability Insurance in excess of 10 million pounds to gain a licence
- The Parish Council will need to appoint a suitably qualified contractor to install the sign and post and pay for the sign direct.

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Appendix 2 [cont.]

- The contractor will be required to follow the standard processes for working on the Highway, which will include a Permit to work.
- The Parish Council will be responsible for all maintenance and upkeep of the asset. Should the asset be damaged in an incident which requires Leicestershire County Council to attend and make the asset safe, any costs associated in doing so will be charged back to the Parish.

Mobile Vehicle Activated Signs (MVAS) – Notes on Installation

The following process applies for this option.

- A joint site visit involving the Parish and County Council is required to determine locations which can be on suitable lamp columns or can be installed on new sign posts.
- Once locations have been identified, any existing lamp columns will need testing to see if the column is structurally safe to mount a MVAS. LCC will include this within its ongoing programme of testing and therefore may take some time to complete. The Parish can opt to pay for its own testing to accelerate this work with a private contractor (usually in the region of £1800)
- Details must be provided regarding any proposed sign including size and weight
- LCC requires a Memorandum of Understanding (MoU) to be signed between both parties. This involves risk assessments with the Parish installing and removing the signs at different locations.
- The Parish must hold and present a copy of Public Liability Insurance in excess of 10 million pounds for the life of assets existing on the highway
- Should any locations require new pole installations, the Parish must pay for the supply and installation (including traffic management costs)
- The County Council undertake periodic inspections & testing of street lighting columns and subject to this the Parish may need to move the MVAS.
- MVAS will not be located within 100m of a speed limit changing
- A minimum of 500mm clearance from kerb/road is required to avoid being damaged by passing vehicles
- *The sign must not obscure visibility of traffic exiting side roads and driveways.*
- *As the signs are mobile, consideration must be made regarding access and safety for removing and installing signs, and any traffic management which may be required*
- *If the MVAS is to be placed outside of a home, the Parish should consult with that homeowner prior to placing the asset.*

Further Information

Any enquiries relating to third party funded schemes should be sent to: customerservices@leics.gov.uk

Environment and Transport Department

March 2019

Vehicle Activated Signs – Whitwick, Leicestershire.

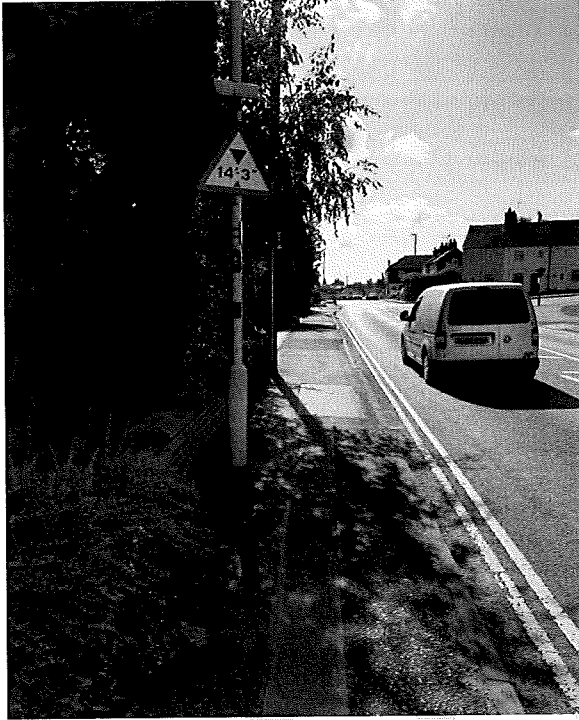
Project Scope
July 2019

Appendix 3

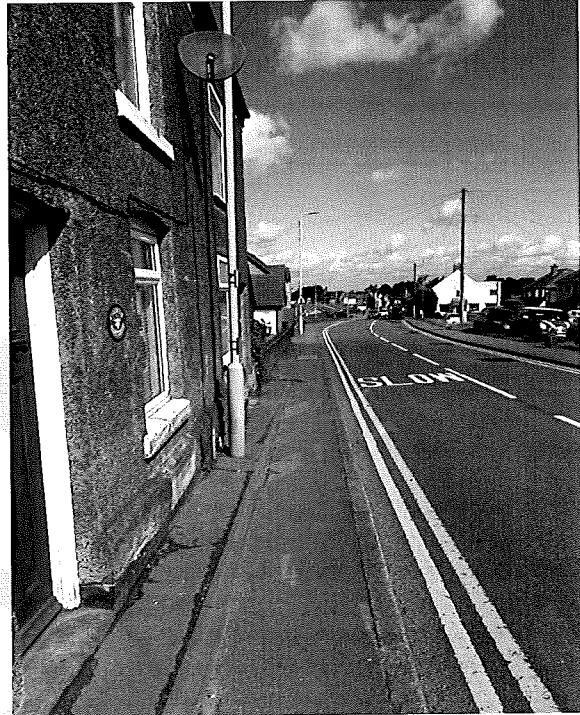
Proposed locations for mobile VAS units.

Post 53 Talbot Street.

We are not sure why the height restriction sign exists as there are no bridges nearby.



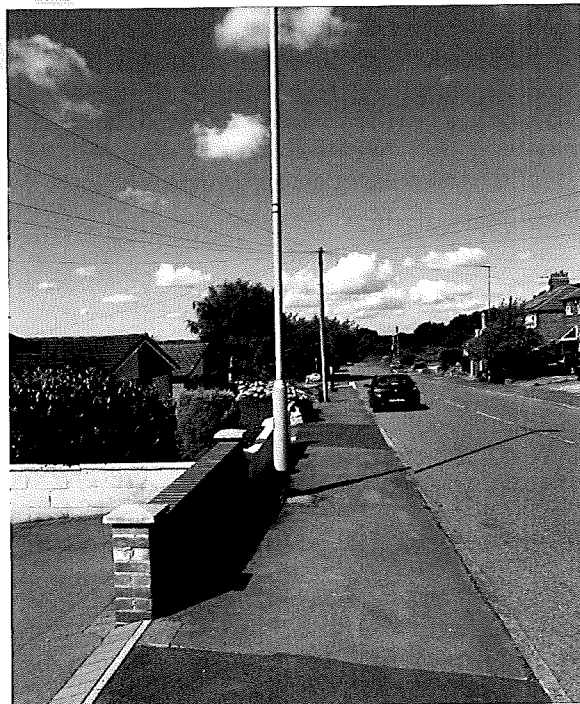
Post 13 Talbot Street looking towards Thringstone



Post 18 Loughborough Road



Post 23 Loughborough Road



Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

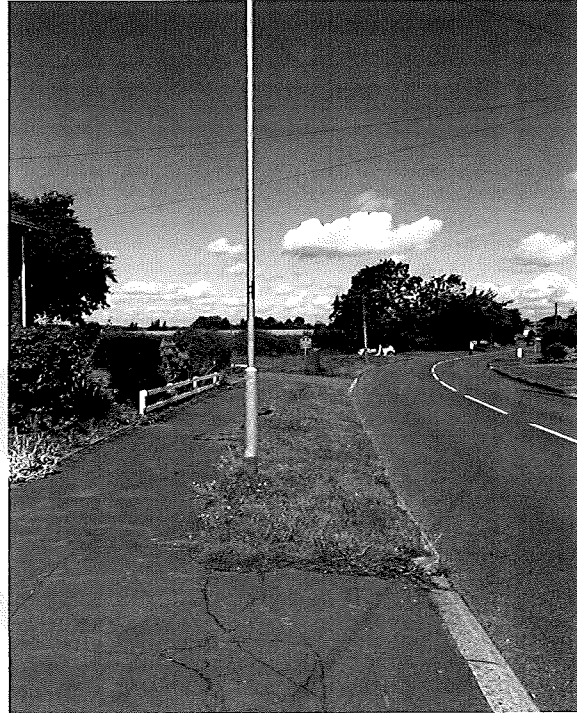
Appendix 3 [cont.]

Proposed locations for mobile VAS units.

Post 27 Hall Lane



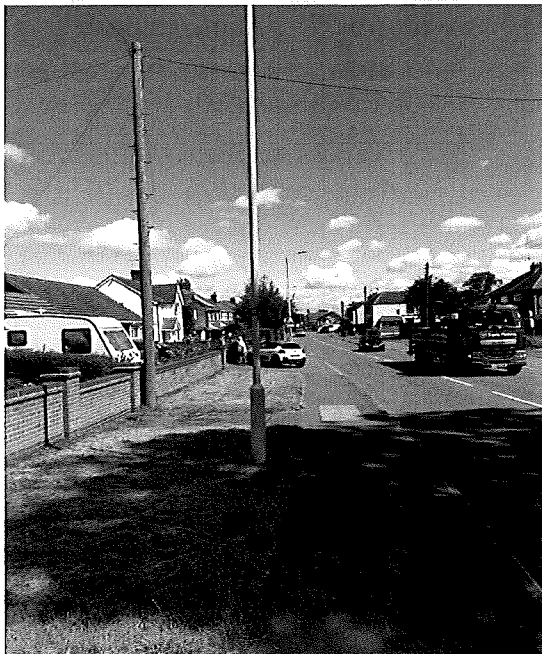
Post 29 Hall Lane



Thorborough Road (No Post Number)

We are proposing using this post to warn traffic coming into and out of the village.

This proposal is similar to a unit sited on Hermitage Road.



Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

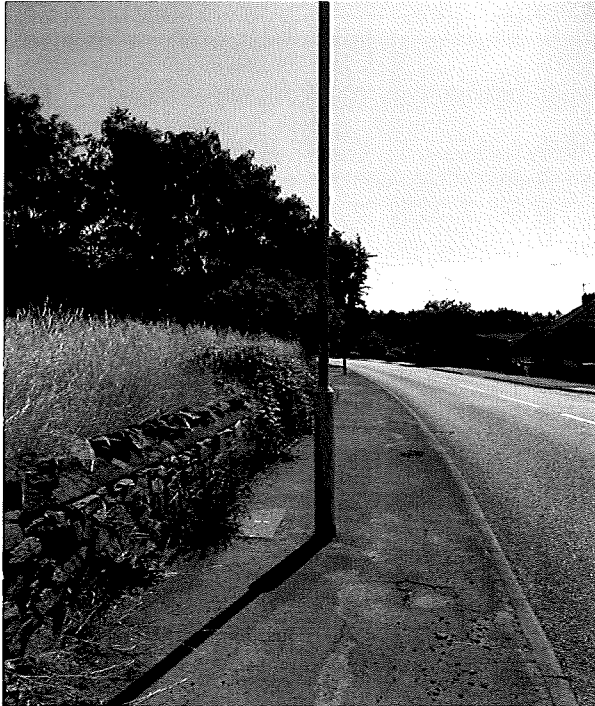
Appendix 3 [cont.]

Proposed locations for mobile VAS units.

Post 19 Leicester Road.

We are proposing using this post to warn traffic coming into and out of the village.

This proposal is similar to a unit sited on Hermitage Road.



Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Appendix 4

Cost proposal for VAS units

Whitwick Parish Council
VAS Working Party
Date 21-Jul-19

Current quotations

Company	Product	Price [Ex Vat]	Extras
Westcotec	Portable 20/30/40 SLOW DOWN	2,625.00	Includes Cover, Charger, Bracket, Spare Battery
Westcotec	Portable SPEEDWATCH With Tripod (No Spare Battery)	2,400.00	
Westcotec	Portable SPEEDWATCH (Mini) With Tripod	2,625.00	
Westcotec	Portable SID With SLOW DOWN	2,800.00	
Westcotec	Portable SID With 'Smiley Face'	2,900.00	
Westcotec	Portable Mini SID With Tripod	2,995.00	
Westcotec	Portable SID With SLOW DOWN/THANK YOU	3,175.00	

Extras

Westcotec	Data Collection Unit (USB to PC) Per Sign	250.00
Westcotec	Data Collection Unit (Bluetooth To Pc) Per Sign	350.00
Westcotec	Brackets	50.00

Company	Product	Price [Ex Vat]	Extras
Mallatite	Viasis Plus Smile,	2,459.37	Includes Battery, Bluetooth, Mounting
Mallatite	Viasis Plus	2,695.74	

Extras

Mallatite	GPRS Per Sign	466.00
Mallatite	Carriage	90.00

At this point we are still awaiting costs from the third provider, Coeval.

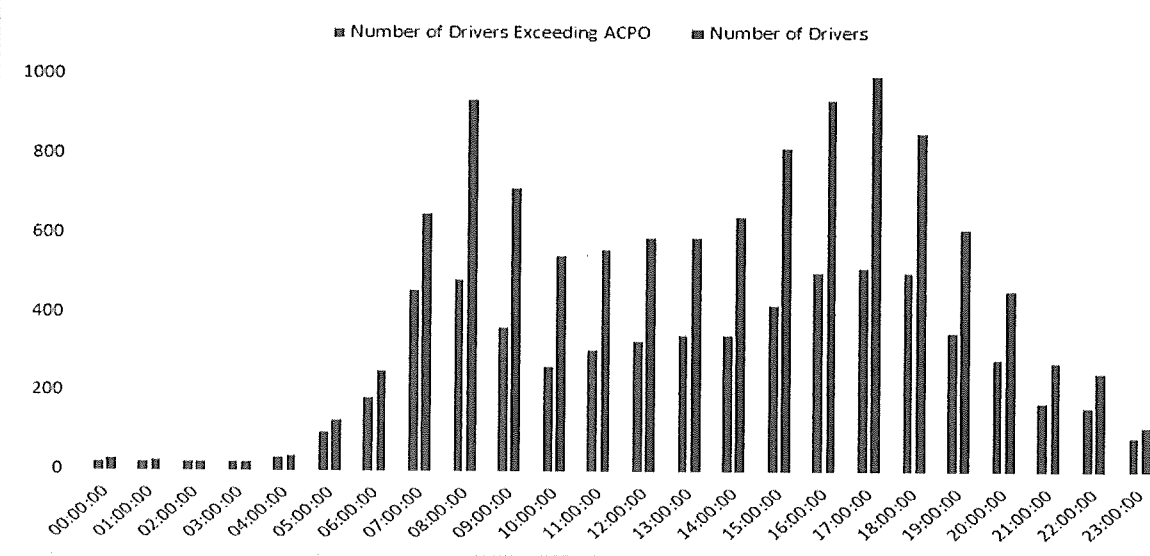
Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

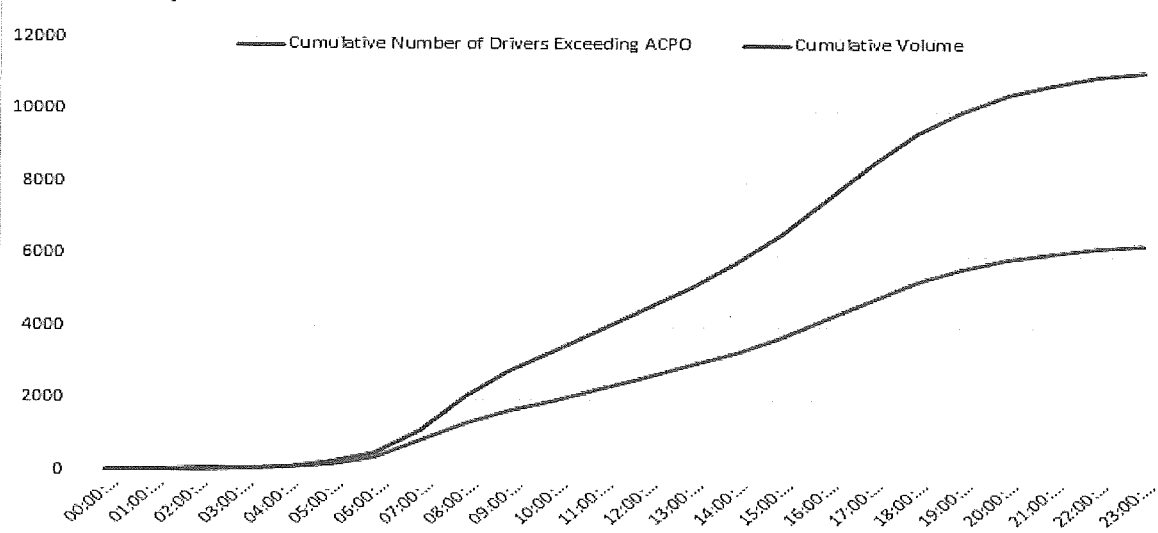
Appendix 5

Summary of traffic volume on Talbot Street May 4, 2017.

Number of Drivers Recorded on Talbot Street -v- Drivers Exceeding ACPO Guidelines
Recorded May 04 2017



Cumulative Number of Drivers Recorded on Talbot Street -v- Drivers Exceeding ACPO Guidelines
Recorded May 04 2017



Volume of vehicles recorded over a 24-hour period, May 04, 2017. The total number of vehicles recorded was 11,103, of this 6,320 were recorded as exceeding the ACPO guidelines of 35mph.

Vehicle Activated Signs – Whitwick, Leicestershire.

Project Scope
July 2019

Appendix 6

Data provided under the Freedom of Information Act.

Summary of convictions for speeding

Record of Speeding Convictions Sep 2017 - May 2019
Hall Lane & Talbot Street
Date July 28, 2019

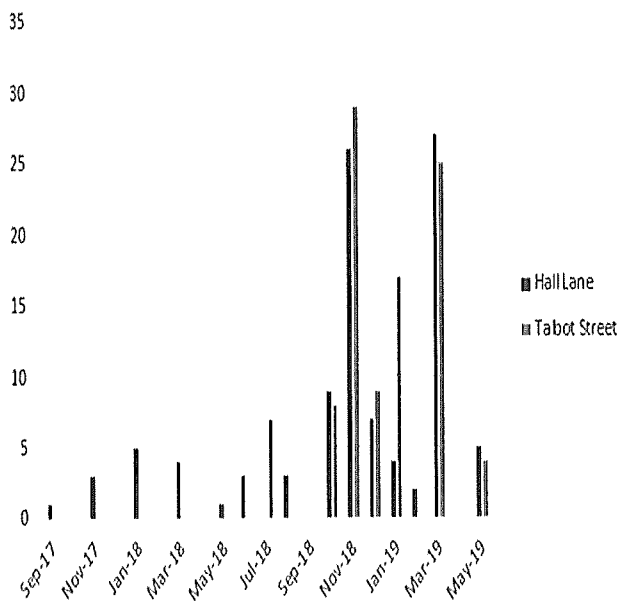
Offences Recorded			
Month	Hall Lane	Talbot Street	Combined Talbot Street & Hall Lane
Sep-17	1	0	1
Oct-17	0	0	0
Nov-17	3	0	3
Dec-17	0	0	0
Jan-18	5	0	5
Feb-18	0	0	0
Mar-18	4	0	4
Apr-18	0	0	0
May-18	1	0	1
Jun-18	3	0	3
Jul-18	0	7	7
Aug-18	3	0	3
Sep-18	0	0	0
Oct-18	9	8	17
Nov-18	26	29	55
Dec-18	7	9	16
Jan-19	4	17	21
Feb-19	2	0	2
Mar-19	27	25	52
Apr-19	0	0	0
May-19	5	4	9

Camera Safety Van added to the rota in Oct 2018 by Leicestershire Police

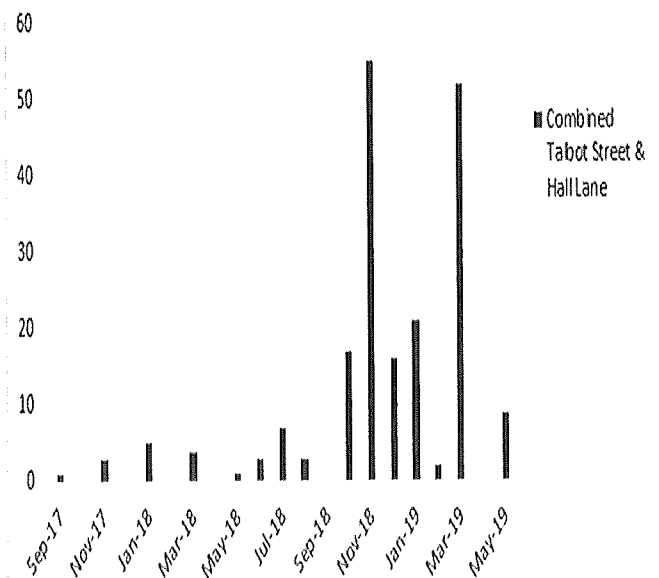
Sum of recorded offences Sep 2017 - Aug 2018 27
Sum of recorded offences Sep 2017 - May 2019* 172

Please note the data for May 2019 does not cover a full month

Speeding Offences Sep 2017 - May 2019



Speeding Offences Sep 2017 - May 2019



Whitwick CP

Author: L. Administrator

Date: 23/08/2019



Scale: 1:22530

ParishOnline

Swanington CP

Whitwick

Whitwick CP

Charley CP

TIMES TWO

TIMES TWO

TIMES TWO

TIMES TWO

From: Susan.Venables@westleicestershireccg.nhs.uk
Sent: 03 September 2019 13:19
Subject: Invitation to apply to join new patient group and play an important role in local healthcare

Invitation to apply to join new patient group and play an important role in local healthcare

NHS partners in Leicester, Leicestershire and Rutland are inviting anyone passionate about health and social care to volunteer their time and apply to sit on a new public and patient involvement assurance group.

At a very exciting yet challenging time in the history of the NHS it is more important than ever before to have the support of vibrant and creative people, who can help to ensure that local care is designed around the needs of patients.

Anyone who feels they can review feedback and opinions received about healthcare and decide if they have been listened to and considered, are encouraged to apply to be part of the new Public and Patient Involvement Assurance Group.

Evans Rees, Chairman of the Public and Patient Involvement Group (PPIG) said: "The NHS is precious to me and I want health and care services to be developed with a strong voice for local people and communities. The NHS is used by everyone at some point in their life, often at times when they are feeling vulnerable. It's crucial that services are planned using the experiences of patients, carers and citizens.

"I would urge people that if they have a few hours a month to dedicate to this new group, they will be helping the local NHS to provide the best health and wellbeing outcomes for other local people including their family and friends."

Members of the group will be helping to ensure that better quality care is provided in a way that is important to local residents. They will review information and assure themselves that the views of public and patients have been sought and considered when services are redesigned and delivered. The group will be at the forefront of supporting the design of plans and proposals for Leicester, Leicestershire and Rutland.

Find out more on how to apply:

Anyone interested should visit www.social-change.co.uk/leicestershire-ppiag to view the application pack and details of how to apply or contact Chloe Middleton at Social Change UK, who are managing the recruitment to ensure independence and impartiality, on 01522 775060 or email chloe@social-change.co.uk. Applications close on 6 October 2019.

Do forward this email to other people you think may be interested or share with any of your networks.

Better Care Together
0771 7808536
susan.venables@westleicestershireccg.nhs.uk

clerk@whitwickpc.org

From: LRALC Admin <admin@leicestershireandrutlandalc.gov.uk>
Sent: 06 September 2019 13:12
To: LRALC Admin
Subject: ** SENT ON BEHALF OF LEICESTERSHIRE COUNTY COUNCIL ** National Highways and Transport Survey - Parish Consultation
Attachments: Public Rep Survey.pdf

SENT ON BEHALF OF LEICESTERSHIRE COUNTY COUNCIL

From: DIRECTOR OF ENVIRONMENT AND TRANSPORT
Circulated to: ALL PARISH COUNCILS
Date: 30TH AUGUST 2019

**NATIONAL HIGHWAYS & TRANSPORT (NHT) PUBLIC SATISFACTION SURVEY
 PARISH CONSULTATION**

Purpose

To invite Parish Councils to complete the NHT Public Representative Survey.

Background

Since 2008 Leicestershire County Council has participated in the annual National Highways and Transport (NHT) Public Satisfaction survey.

This survey is part of the Council's continuing effort to understand and respond to the needs of its customers. The analysis of the survey results and the ability to trend and benchmark highways and transport services has allowed the County Council to monitor its performance on a number of highways and transport issues at a national and a local level.

The company which oversees the NHT survey, 'Measure 2 Improve' (m2i), also undertakes an additional survey for Public Representatives. Last year, a high number of Parish Councils participated in the survey and the results provided officers with a greater understanding of Parish Councils' needs and priorities for highways and transport services in Leicestershire. Due to these benefits the Council have agreed to participate again this year in the Public Representative Survey.

The Public Representative survey is essentially an abbreviated version of the Public Satisfaction Survey, the main difference being that results from the Public Representative survey are not made public. Parish details remain confidential and are not retained by the administering company.

The survey is designed to accept one response for each Parish Council so we would ask that, although the questionnaire is best completed by one person, the responses represent the overall views of the Parish Council on the Highways and Transport matters raised in the survey.

To complete the questionnaire please hold CTRL and click the following link, or copy and paste it into your web browser window. If you require any technical assistance please contact Cassandra Haywood on 0116 3050504.

<https://www.nhtnetwork.co.uk/isolated/data/scorecard/new/bespoke/185>

Alternatively, if you would like to complete a paper copy of the survey, please find this attached. Parish Council paper responses should be returned to Cassandra Haywood either by posting the completed survey for her attention to Room 700, County Hall, Glenfield, Leicestershire, LE3 8RJ or by scanning the completed survey and e-mailing it to cassandra.haywood@leics.gov.uk

I should be very grateful if you could complete the survey by Thursday 31st October 2019. If your Parish Meeting falls outside of this time please contact Cassandra Haywood on 0116 3050504 and we will do our best to accommodate a later return date.

Once completed responses will be recorded and analysed to help support the findings of the public satisfaction survey.

Your support by participating in this survey to help inform the continuous improvement of Highways and Transportation is very much appreciated.

Officers to Contact

Ann Carruthers
Director of Environment and Transport

Tel: (0116) 3057966
email: ann.carruthers@leics.gov.uk

Jason Watson
Team Manager
Environment and Transport

Tel: (0116) 3058308
email: jason.watson@leics.gov.uk

LRALC

Jubilee Hall, Staddon Road, Anstey, Leicester, LE7 7AY

Tel 0116 235 3800

Email admin@leicestershireandrutlandalc.gov.uk

Web www.leicestershireandrutlandalc.gov.uk

For information about how we use your personal information see our [Privacy Notice](#).

Check the latest news for the sector on our website:

www.leicestershireandrutlandalc.gov.uk/news.html

clerk@whitwickpc.org

From: PLANNING POLICY <PLANNING.POLICY@NWLeicestershire.gov.uk>
Sent: 31 July 2019 11:24
To: clerk@whitwickpc.org.uk
Subject: Local Plan review - potential allocations

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sir/Madam,

I am writing to you in relation to a number of sites that you have promoted to us for development some time ago.

The sites in question have been included in our Strategic Housing and Economic Land Availability Assessment (SHELAA) for a number of years. Most recently they were included in the 2019 version of the SHELAA, published earlier this month.

The sites are as follows:

SHELAA Reference	Address	Site Size (Ha)
C63	Land at The City of Dan, Whitwick	0.85
C64	R/O Hilary Crescent, Whitwick	0.58
C65	Holy Hayes, Rosslyn Road, Whitwick	1.03

We are now beginning work on assessing possible new housing sites to be included as allocations in the review of our Local Plan. The sites in the SHELAA effectively form the 'long list' of sites from which we will choose the most appropriate. However as part of this work, it is important that we only consider sites for inclusion that are likely to be available for development.

I would therefore be grateful if you could confirm whether you still wish us to include each of the sites in our assessment of potential sites as part of the local plan review. If you do, it would be helpful if you could also fill in a site submission form for each site to ensure we have the correct and most up to date details.

If you do not wish the sites to still be considered for inclusion, or if you are no longer involved with any of the sites, it would be very helpful if you could also let us know.

Please reply by **Wednesday 4 September 2019**.

If you have any questions, please contact a member of the Planning Policy Team on 01530 454 676 or email planning.policy@nwleicestershire.gov.uk

Many thanks,

Ian

SPECIAL EXPENSES REPORT – AUGUST 2019

Title of report	Special expense areas – CADEMAN WOOD CAR PARK
Contacts	<p>Head of Community Services 01530 454 832 Paul.sanders@nwleicestershire.gov.uk</p> <p>Community Focus Team Leader 01530 454 567 Emma.trahearn@nwleicestershire.gov.uk</p>
Purpose of report	To ascertain if the parish council would be interested in pursuing the transfer of land from the District Council into their ownership

1.0 PURPOSE OF THE REPORT

To find out if Whitwick Parish Council would be interested in taking on the ownership of Cademan Wood car park off Swannymote Road.

2.0 CONTEXT**2.1 What is a special expense?**

When the district council provides services on behalf of a parish, or because there is no parish council in that area, these become special expenses of the district council and are only charged to the council tax payers in that area. Special expenses are paid to the district council for maintaining parks, play areas, allotments, burial grounds, grass verges and any other open spaces owned by the council.

2.2 Community Services have been task to review the areas of land in District Council ownership that are within a parish area and has a special expense place upon it.**2.3 One of the areas is Cademan Wood car park in Whitwick. See the site plan, area outlined in red.****2.4 The Head of Community Services and Community Focus Team Leader met with the Clerk, Cathy Tibbles and chairperson (at the time) Councillor Ray Woodward to understand potential queries that might arise before this report was pulled together. It is hoped all questions can be answered in this report, if not; follow discussions please could the clerk contact Emma Trahearn.**

3.0 RESOURCE COMMITMENTS

3.1 The site maintained by our Parks department to; maintenance of the stone surface, redressing, keep weed free, repairs to wall and signage. Our Waste team empties the bins on site and does a litter pick.

4.0 FINANCIAL IMPLICATIONS

4.1 Through the special expenses the District Council receives £517 from the residents of Whitwick. The special expense has not increased in the last five years as the council tax has been frozen and therefore the district council is operating at a deficit of £437.52.

4.2 The total cost for maintain cost is £954.52. The breakdown of costs are shown in the table below

SERVICE	COST	COMMENTS
Stone surface, redressing, keep weed free, repairs to wall and signage	£655	
Bin emptying (£2.88 per empty)	£299.52	Emptied once a week (52 weeks of the year) two bin on site. A litter pick is also conducted
TOTAL	£954.52	

5.0 LEGAL UPDATE

5.1 If the Parish Council were interested in taking on the ownership of the car park then the District Council would cover any legal or transfer of land costs.

5.2 The Cademan Wood car park would be transferred as freehold

5.3 On reviewing the land ownership the District Council only owns the car park. The stonewall and the woodland (up to a certain point) is owned by Parish Council.

5.4 There is no enforcement provided on site but District Council Enforcement team do attend if a fly tip or issue is reported.

6.0 OTHER INFORMATION

6.1 The transfer of the land would be completed before the end of the financial year (March 2020)

6.2 There have been no reports of anti-social behaviour on the site however, some fly tipping has been reported; 2019 = 1 report, 2018 = 12 reports, 2017 = 10 reports, 2016 = 17 reports and 2015 = 15 reports.

6.3 Cademan wood car park falls within the remit of parks and open spaces and is not bound by a car parking places order, it is free from Pay and display and/or civil enforcement action, therefore, not falling within the criteria for the councils car parking portfolio.

7.0 NEXT STEPS

Whether as a parish council you are interested or not interested, please inform Emma Trahearn in writing.

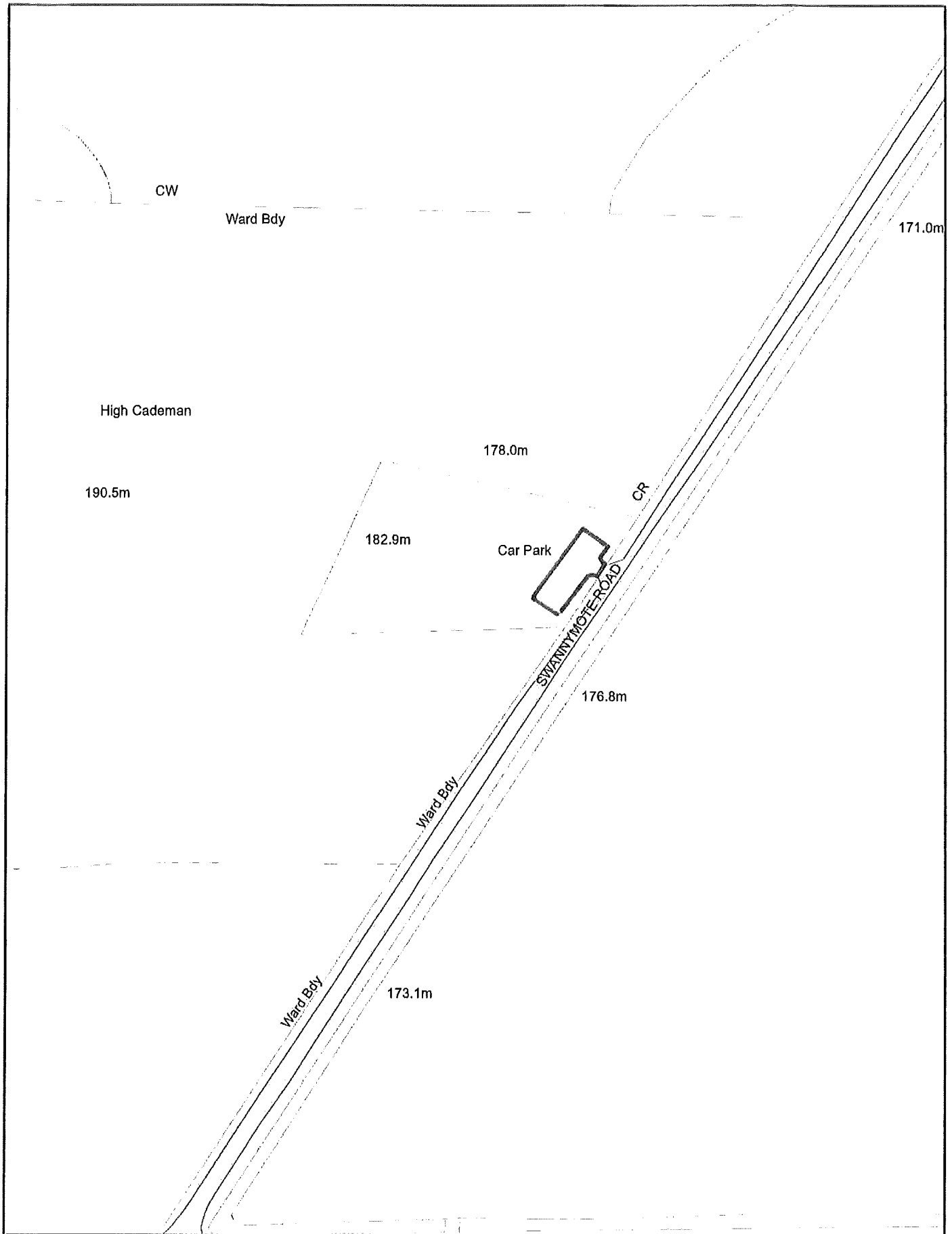
Photos from the site







North West Leicestershire District Council



Scale: 1:1,500

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ASSET TRANSFER REPORT – SEPTEMBER 2019

Title of report	Potential for Asset Transfer of City of Dan, Market Place and Vicarage Street, Whitwick
Contacts	<p>Facilities Team Leader 01530 454 689 nick.cotter@nwleicestershire.gov.uk</p> <p>Facilities Project Support Officer 01530 454 863 lauren.adcock@nwleicestershire.gov.uk</p>
Purpose of report	To ascertain if the parish council would be interested in pursuing the transfer of land from the District Council into their ownership

1.0 PURPOSE OF THE REPORT

To find out if Whitwick Parish Council would be interested in taking on the ownership of City of Dan, Market Place and Vicarage Street car parks.

2.0 CONTEXT

2.1 Community Services have been tasked to review its car parking service which includes the areas of land within District Council ownership that are within a parish area and have a car parking places order upon them.

2.2 Some of the areas are City of Dan, Market Place and Vicarage Street, Whitwick. Please see the site plans at the end of this report.

2.3 Our Environmental Protection Team Manager and Facilities Team Leader would welcome an opportunity to meet with the Parish Council to explore any interest there may be, or may arise, from this report. It is hoped that this report provides a level of detail to allow the Parish Council to remain with the current arrangements, or to open negotiations to retain the assets.

3.0 RESOURCE COMMITMENTS

3.1 The sites are maintained by our Parks department; specific duties include fence maintenance and tree maintenance. Our Waste department also empties the bins on site. The assets are also part of a planned preventative maintenance schedule which includes signs, lines and drainage.

4.0 FINANCIAL IMPLICATIONS

4.1 The breakdown of costs are shown in the tables below

CITY OF DAN		
<u>SERVICE</u>	<u>COST (2018/19 Actuals)</u>	<u>COMMENTS</u>
Premises:		
Grounds Maintenance	£ 247.00	
Electricity	£ 70.00	
Sewerage and Environmental NNDR (National Non-Domestic Rates)	£ 0.00	
Total:	£ 317.00	

MARKET PLACE		
<u>SERVICE</u>	<u>COST (2018/19 Actuals)</u>	<u>COMMENTS</u>
Premises:		
Grounds Maintenance	£ 69.00	
Electricity	£ 19.00	
Sewerage and Environmental NNDR (National Non-Domestic Rates)	£ 0.00	
Total:	£ 88.00	

VICARAGE STREET		
<u>SERVICE</u>	<u>COST (2018/19 Actuals)</u>	<u>COMMENTS</u>
Premises:		
Grounds Maintenance	£ 384.00	
Electricity	£ 109.00	
Sewerage and Environmental NNDR (National Non-Domestic Rates)	£ 2,152.00	
Total:	£ 2,645.00	

5.0 LEGAL UPDATE

- 5.1 The ownership of the land has yet to be transferred from the District Council. If the Parish Council decided to take on the ownership the District Council would transfer directly to the Parish Council.
- 5.2 If the Parish Council were interested in taking on the ownership of the specified areas then the Parish Council's costs on each transfer are likely to be in the region of £1,000 per parcel of land.

6.0 OTHER INFORMATION

- 6.1 The length of time for a transfer to complete is dependent on both parties, however, it is likely to take between 4 to 8 weeks for completion.
- 6.2 There have been no reports of anti-social behaviour on the sites.

7.0 NEXT STEPS

- 7.1 Community Services are working to a challenging programme in order to complete the car parking service review and needs to understand whether as a Parish Council you are interested in the asset transfer potential of City of Dan, Market Place and Vicarage Street car parks, Whitwick.
- 7.2 Please reply in writing to Nick Cotter by 16th September 2019.

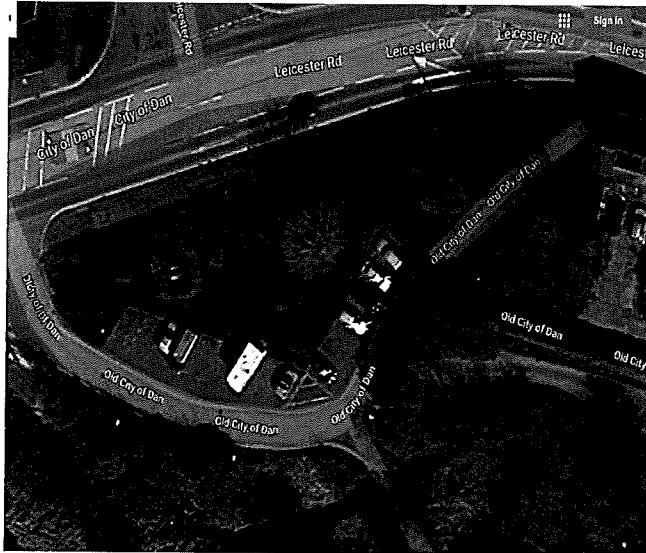
City of Dan car park Whitwick

Total number of spaces: 16

Able: 16

Disabled: 0

Motorcycle: 0



Market Place Car Park Whitwick

Total number of spaces: 6

Able: 4

Disabled: 2

Motorcycle: 0



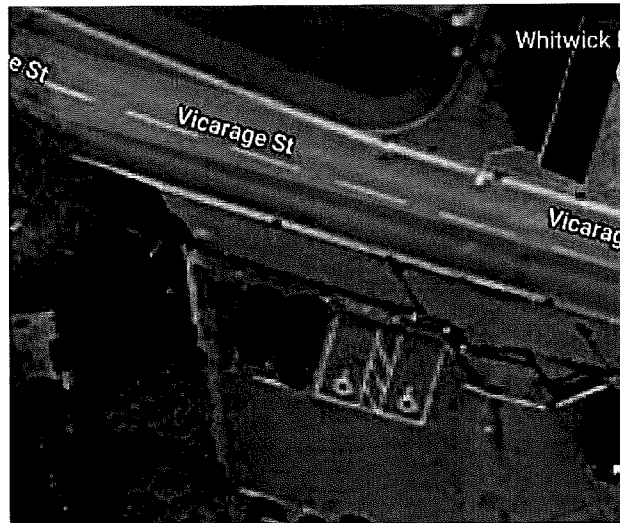
Vicarage Street Car Park, Whitwick

Total number of spaces: 30

Able: 28

Disabled: 2

Motorcycle: 0



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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 5 September 2019 at 8.08 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and R Woodward

Ms S Colledge, T Pulford

In Attendance:

Mrs. C Tibbles, Parish Manager

2 members of the public

The Chairman welcomed Mr. Pulford to his first meeting of the Committee since his application for co-option as a non-councillor. The meeting was slightly late starting due to the previous event in Park Hall.

1046. APOLOGIES FOR ABSENCE

None.

1047. 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.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member and in any matters affecting Whitwick Historical Group as the Link Councillor.

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

1048. PUBLIC QUESTIONS AND ANSWER SESSION

No questions asked.

1049. MINUTES

Resolved: That the minutes of the meeting held on 11 July 2019 be approved as a correct record.

1050. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) **Playground Working Party Report:** Following the Council appointment of Cllrs Barker, Collins, Moulton, Woodward and Ms Colledge to form the Playground Working Party a site meeting was held on an earlier date than originally planned and the review of current playground equipment and provision on parish land had been commenced. The report by Ms Colledge was reviewed and members noted the Chairman's update of some repairs he had already seen completed by the contractor. Following recent playground inspection training attended jointly by Cllr Moulton with the contractor, it was **resolved to request a site meeting to review the updated report and members endorsed future installations should, where possible, be more fully inclusive for all abilities.** The Parish Manager would endeavour to arrange a convenient date/time for members to meet JR

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Landscaping. **Further resolved that past standards of repair (pre April 2019) to safety surfacing work required improvement and that alternative styles of edging be considered in future to reduce trip hazards.** Public comments were allowed by the Chairman and knowledge of past repairs/timescales was helpful. The Chairman had tabled advisory information about 'wildflower seed sowing preparation' but members **resolved to accept the suggestion by Mr Pulford and Ms Colledge to undertake a simple trial on a small open space** (the Parish Manager to draft a letter of notification to neighbours). Plans remained outstanding to meet and consult with children and the wider community on future needs, explore grant funding and potential improvements.

PRIORITY ACTION POINTS

Hermitage Road / Green Lane

Safety surface badly needs repairing on all areas

Rocker-tyres at base are very dangerous

Hillary Crescent play area and open space

This area needs investment

Replace dog poo bin with ordinary bin

Suggest picnic tables on grassed area as a start to encourage Community use

An inclusive item of play equipment could go into the play area

The Elms open space

This is an ideal area for wildflower planting

We could also investigate a community hive here

RESOLVED TO notify residents of plans, removal of child seat, check land transfer (S106) for conditions, purchase Wild Seeds and Top Dressing, trial area before expanding to other open spaces.

Whitwick Park North Street

Multi unit plus surface-the edgings to the surfacing need remedial work to make it safe.

Climbing frame with crane -suggest remove

Climbing frame with pyramid-clean and paint (already underway – work has started)

Rocking horse – restore

2-bay swings - need new seat to replace some cradle swings

Edging is not good around the swings

Agility Multi unit-paint, clean, remedial work to edging

Multi unit with slide – paint, clean, Remedial work to edgings

Goalposts-suggest provide nets (possibly trial use of old tennis court net if cut to size?)

Youth Shelter – Suggest Astro turf on base (Council to consult park users)

Skate park – some missing bolts replaced (site meeting to clarify outstanding)

Low quarter pipe-needs new panels

Large multi use equipment - lubricate and replace bearings

Workout area – all good **some soil eroding and surfaces need checking**

Children's work out area- weeds coming through some of surfacing

Benches - Triple bench shelter not listed as an asset (Office to check and update list; 12 benches in total -Three benches in tennis courts, Five benches from Bowling Green. Of the total 12 benches, eight are inaccessible when area is locked. Some visitors/members of the bowling club are parking on the grass near the tennis courts - unless parking mash is installed there will be significant damage to the grass.

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Resolved to arrange a site meeting with JR Landscaping and review these matters asap. Either agree repairs or list for specialist contractors to quote.

- b) **Bowls Link Councillor:** No report. In the absence of any contact, the Bowls Club had requested information about end of season maintenance. **Resolved to request a meeting with contractor.**
- c) **Allotments Link Councillor – Thornborough Road:** No report.
- d) **Allotments Link Councillor – Walkers Flats:** No report. A tenant had requested the Chairman of the Management Committee (Mr Ian Gregory) arrange an AGM. [Parish Manager's note: the following day a request was made to the office to check availability at Park Hall for a meeting in October.]
- e) **Whitwick Park Improvements Link Councillor:** Cllr Moulton explained the three aspects he was researching – improvements to the main entrance drive to incorporate a separate pedestrian pathway with tarmac repairs to the drive; to make side fire exit from Park Hall more disabled friendly and give access to grass area with planting improvements/consideration of seating provision; to replace the path material by the tennis courts. Letters of invitation to contractors had been drafted and the Parish Manager undertook to provide various blank maps to be sent to companies.

No matters to refer to full council at this stage.

1051. LAND MATTERS – OTHER LAND

Resolved: That the following actions be taken/noted:

ALLOTMENTS

- a) Following consideration, **resolved that in principle the same permissions for limited bee keeping should apply at both sites (Parish Manager to notify Walkers Flats Management Committee); that both groups should be instructed to add a new clause to stipulate tenants must not grow 'controlled substances';** noted a letter had been received by the council regarding the role of the link councillor.

RECREATION/OPEN SPACES

- b) **a site visit by Leicestershire County Council had been arranged for 9 October to consider previously agreed locations at Hall Lane, Thornborough Road and Leicester Road/St Bernards Road junction; with suppliers for 2 benches being sourced according to best value;**
- c) **2 further tree contractors had been invited to apply to be the preferred tree contractor; with a follow up call to a previously invited contractor. Decision again deferred until sufficient information is received;**
- d) noted the unfortunate traffic accident resulting in a piece of major equipment being unavailable and commended the contractor for maintaining services under difficult operating conditions; the Chairman tabled 7 Periodic Visual Reports he had completed and the following points were noted for action– consideration of budget provision for increased frequency of grass cutting at Carr Hill Rock next season; safety surfacing repairs needed at Hermitage Road/Green Lane site and lifting noted at Robinson Road; erosion of grass under 'chest lift' fitness equipment at Whitwick Park; repairs to perimeter fencing at Whitwick Park; residents in Green Lane to be reminded that compost bins were not allowed on parish land (2 to be

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- removed); satisfactory reports on Parsonwood Hill, Holly Hayes and Hilary Crescent. Members requested the Bowls Club members be reminded that special parking permission for matches was for tarmac areas only and vehicles should not be taken onto the grass;
- e) noted that a transfer of covenant request had been passed to the council solicitors and the Parish Manager had been impressed with the prompt assistance and the reasonable quotation given;
 - f) **resolved that the request by the District Council to accept transfer of the car park at Cademan Woods be recommended to the council for refusal;** noted that a further request for asset transfer of other car parks in Whitwick had been received at short notice and should also be declined by the council;
 - g) noted the design for simple wooden fencing at WPC.019 and requested the Parish Manager seek a quotation for consideration;
 - h) **resolved to invite children to be involved in future flower planting;** a provisional date was needed for community bulb planting project in the autumn;
 - i) noted an approach by Severn Trent to undertake work on a pipe at WPC.011 near to the path to the City of Dan;
 - j) noted the helpful suggestion for cycle play provision on recreation spaces;
 - k) **resolved to hold a site meeting with JR Landscaping to formally review working practices and playground maintenance for the first 6 months of the contract;**
 - l) noted the 6 grit bins were awaiting delivery, that a potential location on private land in Parsonwood Hill could be explored by the Parish Manager; that 2 salt quotations and 12 'suited' locks were needed (the Parish Manager has sought assistance with costings from Cllr Wyatt, as the Link Councillor), a draft location map was nearly ready for the LCC site meeting;

OTHER MATTERS FOR FUTURE AGENDA

- m) no other land matters were suggested for the next meeting.

1052. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) the kick plates on internal doors had been fitted by a caretaker;
- b) the projector was available for free use by hirers but a £30 refundable deposit would be levied at the time of the hall booking;
- c) the internal decorating by a caretaker was nearly completed and already hirers were appreciative of the improvements; thanks were expressed by the Committee which the Parish Manager would pass to staff;
- d) no new matters raised on external areas;

COMMUNITY OFFICE

- e) the work to repair/replace coping stones and clearance of rubble had been delayed by the traffic accident;
- f) noted that the difficulties when Virgin transferred the phone line to BT with no prior notice, resulting in total loss of service for several hours at different dates; that the broadband was due for transfer to Utility Warehouse the following week;

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- g) a repair request had been made by the Bowls Club as the gent's toilet was not flushing properly;

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- h) the green grant had been received by NWLDC and their response was awaiting before any works (previously approved) could be commenced by the contractor;
- i) Cllr Moulit said information was awaited from the tenant regarding their report of damp, potentially from a roof problem and some damp was re-appearing in the downstairs part of the building;
- j) members noted the partial refund by the utility company in response to the questions posed by the Parish Manager regarding the incorrect billing to the tenant and a letter of authority was being arranged to enable further communication with the council on behalf of the tenant;
- k) the Parish Manager planned to offer old chairs available free to collect on Facebook to any local organisation that could use them;

OTHER MATTERS FOR FUTURE AGENDA

- l) none.

1053. 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 quotation from Secure-a-Field for bespoke work to extend the two existing kissing gates to give disabled access, as quoted on 4 July at a cost of £2520.94, be accepted for installation on the earliest date to be confirmed with the Parish Manager;** to contact JR Powney's at Coalville to seek a quote to repair the front entrance gates and other railing panels;
- b) information reported earlier under Item 1050 (e);
- c) to seek quotations for converting the disabled toilet in the park to be operated with the Radar Key scheme, which would give better access and reduce the opportunities for arson and vandalism;
- d) to accept the offer of a new memorial bench being donated by a member of the public and to re-locate/refurbish an existing bench to make space for it;
- e) **to approve the request from an undertaker for the scattering of cremated remains from the family of a former Bowls Club member, with the Parish Manager liaising on appropriate arrangements; for the Parish Manager to draft a policy outlining the process to be followed for any future requests;**
- f) to note that JR Landscaping had started to renew the line marking within the tennis courts; that 'unclaimed tennis' balls be regularly taken to the Community Office by Park Rangers so that players could call during opening hours to reclaim them;
- g) **that JR Landscaping be asked to relocate the composting area to the location previously made available for this purpose;**
- h) **that a site meeting be held in the park (provisionally at 10 am on 19 September) with the police, a member of the Committee, the Parish Manager and the owner of a neighbouring business to discuss the ASB problems and criminal damage reportedly being inflicted by visitors to the park;**
- i) noted the positive public comments on planting designs by JR Landscaping in the park and the replacement undertaken of stolen plants from two entrance signs to the village at Swannymote Road and Oaks Road;
- j) to note the progress made on some playground works by JR Landscaping, the delay in painting due to wet weather; the replacement of one tennis net that was worn out. Members noted a report of youths deliberately disrupting the play of young children at the end of the school holidays, which caused children to fall and hurt themselves. Security measures would be taken to support the Park Rangers

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in their patrols.

PARSONWOOD HILL

- k) noted with dismay that although confirmation of details was sent on 12 July to NWLDC, no order was made for the new fencing so the installation carefully planned for August was not completed; a revision had been requested for 14 October (half- term) but confirmation was still awaited from Steve Truman, who would supervise the project;
- l) to note that NWLDC had not undertaken the removal of two diseased trees and one dead limb at the site, which were required before the installation of the fence could take place;
- m) to note that letters had been sent to neighbours with advance notice of the excavations, a successful site meeting held by the Parish Manager with WPD prior to the 3 day scheduled underground works that had been completed without any problems;

Full signature of Chairman: **Date:**

The meeting terminated at 10.08 pm.

Date of the next meeting: Thursday 10 October 2019 at 7 pm (2nd Thursday of the month).

clerk@whitwickpc.org

From: TONY GILLARD <TONY.GILLARD@NWLeicestershire.gov.uk>
Sent: 30 August 2019 11:14
To: clerk@whitwickpc.org.uk; ALEXANDER BRIDGEN
Cc: lisa@totallybalanced.co.uk; STUART GILLARD; LOUISE GILLARD
Subject: Written Report

Follow Up Flag: Follow up
Flag Status: Completed

Dear Cathy,

Thank you for your e-mail requesting a written report be provided by District and County Councillors prior to each Full Council meeting of Whitwick Parish Council. I am replying on behalf of the 4 District Councillors who represent the area covered by the Parish Council. It is very important to note that whilst it is absolutely right that Councillors at all levels of local Government should work closely together no Council or Councillor is Sub servient to another.

Just as Parish Councillors make policy , scrutinise and deal with casework at a parish level; District and County councillors do so at their respective ward and division levels – much of which is of a confidential nature.

We do not feel that it is appropriate in these circumstances to agree to the Parish Councils request of providing written reports prior to each meeting, in exactly the same way that it would not be appropriate for District or County Councillors to request such reports from individual Parish Councillors prior to District or County Council meetings.

We will, of course, be more than willing to provide a verbal update at each meeting as District and County Councillors have done since the Parish Council was formed.

Regards

Tony



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PARISH MANAGER'S REPORT – 11 September 2019**1) EVENTS ATTENDED (plus forthcoming events)**

- August 2 End of Statutory Public Rights period to Inspect Accounts
 August 14 Police Beat Surgery held in Community Office
 August 17 Attended Woodstock in Whitwick to promote Parish Council (11.30 am - 5.30 pm) with Cllr Woodward
 August 19 Site Meeting re. excavation works by Western Power Distribution
 August 21 Chairman/Past Chairmen meeting to review new Standing Orders
 August 21-23 Underground cabling works by Western Power Distribution at Parsonwood Hill
 August Security/Tree Works/BT cabling works (provisional target date delayed to October as fencing not ordered by contractor)
 Sept 5 Code of Conduct Training 7 pm, Park Hall
 Sept 5 PMGP Committee meeting at 8 pm
 Sept 9 Parish Manager taking TOIL
 Sept 10 Parish Manager at SLCC Branch Meeting, Braunstone
 Sept 13 Chairman/Past Chairmen 2nd meeting to review new Standing Orders
 Sept 16 Parish Manager taking TOIL
 Sept 17 Site Meeting – JR Landscaping review maintenance and Play inspections
 Sept 17-19 Keyholding for Park Hall
 Sept 18 Staff/Appeals Committee cxd (draft NALC policies temporarily withdrawn)
 Sept 19 Council Meeting
 Sept 25 Parish Fair – NWLDC event at Moira 5 – 8 pm (Cathy not attending)
 Oct 9 Site Meeting with LCC Highways to view locations for VAS, Benches and Parish Grit bins
 Oct 10 Members only - discussion with NWLDC regarding format/content of public consultation regarding future of Hermitage Leisure Site (7 pm at Park Hall)
 Oct 11 PMGP Committee meeting at 8 pm

2) COMMUNICATIONS

Routine bulletins, publicity, queries and information received, plus:

- a) Letter of thanks from Hall Lane Methodist Church for grant donation from parish council toward the car park and disabled access improvements;
- b) Road name consultation for development at side and rear of 191 Loughborough Road – members expressed their support for ROBERT BERRINGTON and thanks received from NWLDC for sending views quickly;
- c) request by resident off Brooks Lane for update on land ownership (but informed that parish council are not involved in this historical maintenance dispute between District/County Councils);
- d) concern and support for homeless man in Whitwick;
- e) clarification about ownership of Holly Hayes Woods to report overgrown stinging nettles on pathways;
- f) revised copy of the County Council policy for Leicestershire Planning Obligations;
- g) Invitation to seek professional support to create "Parish Plan to Achieve Community Vision";
- h) Residents' seeking support from Cllr T Gillard (and that of the parish council) for replacement of post box recently removed from in front of 86 Leicester Road; also expressing concern that bus stop may be removed from same location without consultation;
- i) Creative Community Thinking leaflets – The Hero Project;

- j) direct contact made by Parish Manager with Royal British Legion to request Lamppost Poppies after failing to secure a supply in 2018 (reply still awaited);
- k) NWLDC notification of new grant opportunity for VE Day anniversary events Friday 8 May 2020 – further details awaited;
- l) letter from Thornborough Road Allotment Society regarding the role of the Link Councillor;
- m) Confirmation from NWLDC that Park Hall will be the venue to host a Book of Condolence when Operation London Bridge is initiated;
- n) request for CCTV footage by police on two recent incidents but unable to assist as our data had expired;
- o) Hello Heritage event promotional booklet;
- p) WPS (insurance broker) newsletter with legal and insurance updates;
- q) National Forest Company invitation to order from the “Grab a Free Tree 2019” scheme offering Dogwood, Field Maple, Holly or Hazel trees and a Hedge Fund (Hawthorn and Hazel Mix) -closing date 25 October;
- r) Additional guidance from NALC regarding new model financial regulations templates;
- s) Information letter with preliminary Brexit Advice from NWLDC for parish councils;
- t) Chancellor declares end of austerity with forecast 4.1% increase in public spending (in real terms);
- u) NWLDC response to HS2 Phase 2 design refinement;

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

3) COMMUNITY OFFICE

Some disruption to normal service due to Virgin broadband failing and also Virgin phone line being disconnected without notice. With hard work by Chloe to get the line reinstated in August, an apology was put on Facebook to try and keep everyone informed. Disruption continued with trying to print and copy papers, as the wireless system uses the router to print and that was only working intermittently too. Changing to the new router in September was also managed by Chloe, although technical advice needed to re-establish the print connections.

Newsletter – councillors were invited to provide some brief biographical details to be included in future editions of the Community Voice. This is a reminder of the dates your article is needed please: Cllr Wyatt 9 August; Cllr L Gillard 9 September; Cllr S Gillard & Cllr Oldham 12 October; Cllr Barker 12 November; Cllr T Gillard 12 December, Cllr Moulton 12 January 2020; Cllr Spence 12 February, Cllr Straw 12 March; Cllr Woodward 12 April.

I attended Woodstock in Whitwick (for 1 day) and found it to be a marvellous opportunity to meet local people from Whitwick and surrounding areas. Many people were interested in hearing about the parish council, our activities now and our aims for the future. Cllr Woodward kindly arranged ‘furniture’ for us both to use and we were joined by Kelvin for part of the afternoon too, which was a bonus. The local PCSO shared our stall and we helped a lot of people with information and resources to raise awareness and help avoid being victims of crime. We are awaiting new stock to replace the equipment needed by Cllr Woodward, who is our trained Community Safety Champion. There were several commendations of the floral planting done by JR Landscaping (particularly the butterfly and the ‘W’ on the island). Some people were surprised to hear plants had been stolen from two locations and there is now an increased understanding of why part of the park is sometimes locked if Rangers are not close enough to areas of the Park that had been vandalized.

With the disruption to communications it was decided to keep the office open for enquiries so the planned work on archiving, storage and document review did not take place and will need to be rescheduled at a future date. We continue to receive a high volume of emails and communications but this is better managed with having the two extra email addresses. We have not made much progress with the new email addresses issued to councillors for all parish communications as we are still waiting to hear that everyone has safely logged in. It would help to have a target date to start using these soon. There is help available by phone from our IT adviser so if you haven't managed to action the information sent to you on 17 July, please look at it again and give him a call if needed. The practical assistance from councillors in chasing quotes etc is a real bonus to help move projects closer to completion. A replacement order has been made for the stock of '30 mph' wheelie bin stickers so that the popular scheme for raising awareness of the speed limit can be continued.

4) STAFF MATTERS

Additional maintenance work and decorating has been undertaken by caretakers, with thanks expressed by the PMGP Committee for the financial savings this has facilitated. Holidays are being taken by staff and appropriate cover in place. The increase in hours worked by the Parish Manager during the financial year end/annual meetings/election period had taken place (as expected to comply with numerous deadlines) and the balance of TOIL owed was now reducing (e.g. 31/07/19 - 97.75 hours owed, 31/08/19 - 69.50 hours owed, 10/09/19 down to 57 hours owed). My monthly timesheets are regularly submitted for approval to members of the Staff Committee. It is normal for hours to fluctuate when work reaches peak levels and I appreciate the continued support of members whilst undertaking extra work. In turn, I endeavour to support my staff with the tasks that they need help with or with reassurance on procedures etc.

5) MATTERS PENDING

The updated council action list is appended to this report. Members are asked to recommend for deletion any old action points that may now be superseded.

Members questions are invited and instructions requested.



Cathy Tibbles
Parish Manager

	A	B	C	D	E
		ACTION LIST/MATTERS PENDING		Updated: 13 September 2019	Notes
1					
2	C	298	Flooding	Previous involvement with LCC revised. Parish Manager requested copy of Flood Action Plan.	Asap. Resilience meeting for Parish Manager to draft plan & seek volunteers. Link Cllr appointed: Cllr Woodward (06/19)
3	G	397(e) & 434 (iv) — 804-151118	Byelaws	Draft sent to DCLG, NWLDC need to revoke their byelaws before WPC make new. NWLDC to address in 2016. Resolution confirmed – parish byelaws to be commissioned. 07/18 Working Party established. 09/18 NWLDC reverse decision and wish to retain byelaws. 11/18 Parish accept quote and instruct NWLDC to initiate process. WP commenced drafting documents.	NWLDC Legal Dept (delayed from Spring 2017) Raised by NWLDC July 2018. Quote rec'd 07/11/18. Instructions sent to Helen Lisney to proceed 26/11/18.
4	C	457b 210917	Website	Explore potential to update website with mobile/tablet friendly structure and easier social media postings	Quote provided 01/19. Legislation clarified 04/19. Research and plan needed. Link Cllr appointed: Cllr Spence 06/19
5	C	459b 210917	Civic	Explore cost of enamelled badge for the position of vice-Chairman	Cathy to investigate at SLCC Conference. No exhibitors? Pursue via suppliers directly.
6	C	531b 211217	Community Events	Investigate Christmas Tree being sited by Whitwick Wheel	Enquiry sent to NWLDC - July agenda 2018. No reply from NWLDC
7	C	561a 180118	Community	Statistics requested of hits on website.	Website info available via login. Training needed.
8	C	562 180118	Policy	Produce 20 A4 booklets showing Standing Orders, Terms of Reference and Financial Regulations - distribute to members, available for public at meetings/office	Temp deferred- 02/18 amendments to be done. Deferred to 2019 pending review new NALC Standing Orders+adoption. Chairman/Past Chairman & Parish Mgr to meet 08/19
9	C	618 150318	Finance	Bank Standing Orders approved for two regular monthly payments. Internet users need to authorise (and not yet trained/operational)	Parish Manager to arrange with Unity Trust, Council to countersign. Overdue
10	C	616 150318 & 658 170518	Policies - Media/St.Orders	Extend policy to formalise use of Social Media by council, members and staff. Schedule for June and July review by council, seeking draft information as appropriate.	Overdue
11	C	697 210618	Communications	Media and Communications Policy to be drafted for council consideration. Include Cllrs and Staff usage/procedures.	September/October meeting Overdue
12	C	711f 130918	Whitwick Park	Investigate potential promotional or training opportunity for Air Ambulance charity at future event	To be followed up.
13	C	725 200918	Media	Set up FB page, divert postings from 'group' and then ask Cllr Spence to close old FB page	Chloe to action and upload to website, print for office for personal enquiries. Check if Closed by Mr. Spence
14	C	727 200918	Policy	Cllr Colledge to review Councillor Stress workbook (LGA) and report back with draft Stress Policy at future meeting	
15	G	729a 200918	Grit Bins	Keep lists open for suggestions, review after the winter and consult again	Ongoing depending on weather. Link Cllr appointed: Cllr Wyatt 06/19
16	C	814 131218 & 924 180419	Civic	Investigate cost of flagpole (poss.relocation) and purchase of flags to mark civic events. Parish Mgr to contact Bowls Club re park pole – conf. It is used by Club. Proceed with draft arrangements until any liaison becomes possible, reporting back to council on progress when achieved.	Budget needed for 19/20. New quotes needed for changed location. Awaiting response on planning query. Link Cllr appointed: Cllr Spence 06/19
17	C	815b 131218	Professional Fees	Utilise budget and seek quotes to commission H&S reports and inspections and explore website compliance options for new legislation in 2020.	
18	C	817 131218	Finance	Consider cash operating system for casual bowls income	Alternative - encourage public to join Bowls Club
19	C	820a 131218	Community	Consider revised Christmas lighting scheme for next year – options to be explored	Link Cllr appointed: VACANT
20	G	881a 210219	Land & Property	Support request of Woodstock in Whitwick who wish to fundraise to provide items of play equipment that can accommodate wheelchairs and provide inclusive play	Woodstock in Whitwick (PM assisted with quotes from p/g suppliers)
21	G	881b 210219	Land & Property	PMGP Committee consider possible locations for this and other play equipment, review existing play provision and investigate funding opportunities.	Working Party appointed 06/19: Cllrs Barker, Collins, Moulton and Woodward
22	C	899 201319	Councillor	Letter of thanks be sent to Cllr Adams for his service to the council since his appointment.	
23	G	927 180419	Legal	Appointment of Wilkins Chapman as new solicitor (following retirement of current practice).	Agreement to be in place for general advice. Introductory visit offered to council (tba). Hourly rate and potential specialist services discussed, with contacts offered.
24	C	936 160519	Council	Election of Chairman – notify all agencies and update records/promote	
25	C	941/947 160519	Councillors	Update all contact details, mailing lists (x3), website, noticeboards, press, promote to public	
26	C	949c 160519	Councillors	Members to all confirm training on Code of Conduct by Monitoring Officer as circulated and Parish Manager to book.	Some replies still outstanding - members have 6 month deadline to attend
27	C	952 160519	Policies	Staffing/Appeals Committee to meet and review Discipline and Grievance Policies; Standing Orders to be reviewed and new model considered asap; Media Policy to be extended to include FB and Social Media by members and proposed to council; Partnership Working Procedures to be reviewed in the autumn.	
28	C	952b 160519	Finance	New signatories to complete applications for Unity Bank, former councillor signatories to be removed.	Cllr Collins completed. Cllr Wyatt response awaited.
29	G	958 160519	Councillors	District Cllrs asked to provide written reports in advance of meeting (to Parish Manager) with information on their ward activities and dealings with/for local residents.	District Cllrs D Everitt, L Gillard, S Gillard, T Gillard. CORRECTION- Inc.Cllr Bridgen

	A	B	C	D	E
30	C	998b8 200619	Visioning	Full council review of submissions undertaken on 4/7/19.	Report required to council for consideration to be made
31	C	998b11 200619	Council	Local Council Award Scheme - review of procedures and submission to be prepared.	Link Cllr 06/19: VACANT
32	C	4004/2-200619	Finance	Annual Governance and Accounting Return approved. Supporting evidence and AGAR to be submitted by Parish Manager/RFO.	Done 28/06/19
33	C	4004 200619	Heritage	Support given to listing of buildings with architectural and historic interest and listing of Whitwick War Memorial. Write and confirm to NWLDC and Historic England	
34	C	4005 200619	Council	Non-councillor member appointed to PMGP Committee	
35	C	1006 200619	Council	Terms of Reference - amendment to be made, as resolved and copy to be signed for minute book.	
36	C	4006 200619	Council	Parish Manager requested to circulate report to all member as submitted by District and County Councillors	
37	C	1012e 200619	Finance	Parish Manager to review and agree a transfer of up to £100,000 to the Deposit Account, with a transfer of up to £40,000 being deposited with CCLA to reduce the balance in the current account.	
38	C	4027-180719	Planning	If deadline for new Leisure Centre planning application cannot be extended past 6 August, extra council meeting to be held (provisionally 22/8/19)	
39	C	4028-180719	Council/Community Safety	Parish Council to have a stall at Woodstock in Whitwick. Parish Manager to attend on Saturday 17/8. Volunteers needed for Sunday 18/8. Cllr Woodward to attend.	
40	C	4029-180719	Grants	Cheques and conditions to be sent to applicants who had applied for funding.	
41	C	4030b 180719	Training	Cllr Wyatt to confirm if attending training on Code of Conduct by NWLDC on 5/9/19 at 7 pm at Park Hall.	
42	C	1030c 180719	Meeting Date	Date to be set in October for Skills Audit of Councillors to be reviewed and the Visioning Outcomes to be discussed and prioritised. (provisionally 29 October at 7 pm) Results to be considered formally by council at a later date, yet to be agreed.	
43	C	1031 180719	Christmas Lights	Working Party set up (Cllrs Collins, Mout and Woodward, + Ms Colledge) to review a new design for purchase, source solar lights, assess storage needs, weight, cost options for business donation/sponsorship and participation. £1000 budget for Community Events to be utilised. Report needed by 12/9 for Council decision on 19/9.	
44	C	4032a-180719	Working Party	Playgrounds – meeting set for 6.15 pm on 25/7/19. Report on any recommendations or update to council at next meeting.	
45	C	4032b-180719	Working Party	Project Working Party – report given on initial findings at site visit made. Report on any recommendations or update to council at next meeting.	
46	C	1032b 180719	Parish Projects	Cllr Spence gave report on Website review and compliance and said recommendations would be put to next council meeting.	
47	C	1032b 180719	Parish Projects	Cllr Spence gave report on Civic Protocols and would prepare a draft based on an excellent policy he had found.	
48	C	4033-180719	Green Shoots-Funding	Application to be made for bulbs to plant by the community, with 5 councillors confirming their availability. Parish Manager to submit application.	
49	C	1035 180719	Events/Dates	Arrange and confirm attendance:	
50				Bowls Match 14/8/19 at 6.15 pm; Cancelled (weather) re-arranged for 21/8/19	
51				Woodstock in Whitwick 17/8/19 and 18/8/19	
52				Standing Orders Review Meeting 22/8/19 3.30 pm	
53				Staffing/Appeals Committee Wednesday 18 September at 6.15 pm	
54				Provisional date for extra Council or Committee meeting - Thursday 22 August at 7 pm for any major planning applications/urgent matters	
55	C	1036 180719	Byelaws	Approved after considering consultation results. Proceed to submission to MHCLG.	
56	C	4038-180719	Council	2nd Non-councillor member appointed to PMGP Committee	
57	C	1040 180719	District Cllrs	Report to be submitted to Parish Manager by Cllr T Gillard	
58	C	1041 180719	County Cllr	Report to be submitted to Parish Manager by Cllr T Gillard	
59	C	4042a-180719	Planning Matters	Invitation to be extended again to representative of a developer of a potential leisure development in Swannington and Whitwick.	
60	C	4042b-180719	Planning	Planning Recommendations to be submitted to NWLDC	Parish Manager
61	C	4045b-180719	Finance	Payment of bills by cheque	Admin Assistant

Date: 20/08/2019

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For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		153,713.82					153,713.82	
DD	Banked: 02/07/2019	83.97						
DD	CCLA Public Sector Deposit Fun	83.97			1100	100	83.97	Bank Interest CCLA June 2019
34	Banked: 01/08/2019	50.00						
34	Daniel Hopkins - SS	50.00			560		20.00	Hall Hire Deposit Thurs - Aug
					1300	100	30.00	Hall Hire Thurs - Aug
35	Banked: 01/08/2019	70.00						
35	Yoga Bellies	70.00			1300	100	70.00	Hall Hire Tues - Aug
36	Banked: 01/08/2019	60.00						
36	Hirer	60.00			560		20.00	Hall Hire Deposit 1/9/19
					1300	100	40.00	Hall Hire 1/9/19
37	Banked: 09/08/2019	75.00						
37	North West Leics District Coun	75.00			560		20.00	Hall Hire Deposit - 15/8/19
					1300	100	40.00	Hall Hire 15/8/19
					1300	100	15.00	Hall Hire 29.10.19
38	Banked: 15/08/2019	80.00						
38	Westfitness Limited	80.00			1300	100	80.00	Hall Hire Mondays - Sept
39	Banked: 15/08/2019	45.00						
39	Daniel Hopkins - SS	45.00			1300	100	45.00	Hall Hire Thurs - Sept
40	Banked: 20/08/2019	279.75						
40	Limelight Performing Arts	279.75			1300	100	279.75	Hall Hire Sat - Sept
Total Receipts for Month		743.72	0.00	0.00			743.72	
Cashbook Totals		154,457.54	0.00	0.00			153,713.82	

Receipts for Month 6

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 :		129,506.78					129,506.78	
42	Banked: 01/09/2019	47.00						
42	Tiny Talk	47.00			1300	100	47.00	Part June 19
43	Banked: 01/09/2019	7,394.45						
43	HMRC VAT	7,394.45			1350	100	7,394.45	Qtr 1 19/20
41	Banked: 10/09/2019	20.00						
41	Hirer	20.00			1300	100	20.00	Hall Hire 12/09
Total Receipts for Month		7,461.45	0.00	0.00			7,461.45	
Cashbook Totals		136,968.23	0.00	0.00			129,506.78	

Payments for Month 5

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2019	Dropbox	63	125.88		20.98	4460	350	25.00	Sink Tap for Office
						4460	210	79.90	Dropbox Annual Subscription
						345	0	-79.90	Dropbox Annual Subscription
						6000	210	79.90	Dropbox Annual Subscription
01/08/2019	Community Voice	74	115.00			4530	300	115.00	Full Page Insert - July
01/08/2019	Ace Copying Equipment	77	35.60		5.93	4120	210	29.67	July Copying
01/08/2019	Leicestershire & Rutland Assoc	78	40.00			4360	210	40.00	Chairmans Training
01/08/2019	North West Leics District Coun	79	11.00			4220	400	11.00	Hall Rates - August
01/08/2019	HMRC PAYE	TAX 4	4,139.27			4040	200	278.87	TAX 4 - ER's NIC
						4050	200	109.59	TAX 4 - ER's Pension
						4000	200	3,312.37	TAX 4 - Office
						4010	200	438.44	TAX 4 - Park Hall
02/08/2019	North West Leics District Coun	64	20.00			560		20.00	Deposit Refund Nov-May Thurs
02/08/2019	North West Leics District Coun	65	20.00			560		20.00	Deposit Refund - Jan-Jul Tues
02/08/2019	North West Leics District Coun	66	20.00			560		20.00	Deposit Refund - May-Aug Thurs
02/08/2019	North West Leics District Coun	67	20.00			560		20.00	Deposit Refund 25.2&25.3
02/08/2019	Hall Hirer	68	20.00			560		20.00	Deposit Refund 21/7/19
05/08/2019	Virgin Media	70	64.67		10.78	4250	350	53.89	Phone & Internet Aug
05/08/2019	North West Leics District Coun	71	11.00			4220	400	11.00	Business Rates - Sept
13/08/2019	JR Landscaping & Property Main	75	20,389.04		3,398.17	4730	430	5,589.34	July - Ranger Service
						4715	430	3,124.51	July - Grass Cutting
						4720	430	151.06	July - Litter Picking
						4710	430	7,998.99	July Grounds Maintenance
						4710	430	126.97	Replace Tennis Court Nets
13/08/2019	JR Landscaping & Property Main	76	-125.00			4735	430	-125.00	Playground Insp Training - CR
14/08/2019	Unity Trust Bank	69	4.30			4130	210	4.30	Bank Charges 03/19-06/19
20/08/2019	North West Leics District Coun	72	20.00			560		20.00	Deposit Refund 15/8/19
20/08/2019	Hall Hirer	73	20.00			560		20.00	Deposit Refund 4/8/19
Total Payments for Month			24,950.76	0.00	3,435.86			21,514.90	
Balance Carried Fwd			129,506.78						
Cashbook Totals			154,457.54	0.00	3,435.86			151,021.68	

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2019	Ace Copying Equipment	82	28.59		4.76	4120	210	23.83	June Copying
01/09/2019	Utility Warehouse	83	79.09		13.18	4250	350	65.91	Internet & Phone - August
01/09/2019	Virgin Media	84	64.88		10.81	4250	350	54.07	Phone & Internet - August
01/09/2019	Ace Copying Equipment	85	25.74		4.29	4120	210	21.45	August Copying
01/09/2019	Community Voice	94	115.00			4530	300	115.00	Full Page Insert - August
01/09/2019	Southern Electric	95	147.60		7.02	4200	350	140.58	Office Electric March-June
01/09/2019	HMRC PAYE	TAX 5	4,207.02			4000	200	3,403.81	TAX 5 - Office
						4010	200	411.90	TAX 5 - Park Hall
						4040	200	278.87	TAX 5 - ER's NIC
						4050	200	109.59	TAX 5 - ER's Pension
						4040	200	2.85	ER's NIC
02/09/2019	Southern Electric	90	81.62		3.88	4200	350	77.74	Office Electric June-Aug
02/09/2019	Southern Electric	91	292.60		13.93	4200	405	278.67	Pavilion Electric June-Aug
02/09/2019	Southern Electric	92	176.20		8.39	4200	400	167.81	Park Hall Electric - June-Aug
02/09/2019	North West Leics District Coun	93	11.00			4220	400	11.00	North West Leics District Coun
03/09/2019	Unity Trust Bank	88	31.35			4130	210	31.35	June-Sept Commission Charges
04/09/2019	ESE Direct Ltd	81	1,147.75		191.29	4520	300	956.46	x6 Grit Bins
						335	0	-956.46	x6 Grit Bins
						6000	300	956.46	x6 Grit Bins
04/09/2019	Ellis Whittam	86	9.51			4340	210	9.51	Legal Insurnace inc 12% IPT
04/09/2019	Ellis Whittam	87	2,220.00		370.00	4340	210	1,850.00	H&S Services - Year 5
09/09/2019	AA PAT Testing	89	84.00		14.00	4280	405	27.50	PAT Test Pavilion
						4280	350	34.00	PAT Test Office
						4280	400	8.50	PAT Test Hall
12/09/2019	2commune Ltd	80	108.00		18.00	4150	210	90.00	Rediect of domain 10/19-10/20
Total Payments for Month			8,829.95	0.00	659.55			8,170.40	
Balance Carried Fwd			128,138.28						
Cashbook Totals			136,968.23	0.00	659.55			136,308.68	

12/09/2019

Whitwick Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 12/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	290,556	142,257	284,513	142,256			50.0%	
1080 Council Tax Support Grant	11,651	3,884	7,767	3,884			50.0%	
1090 Grants Received	500	(10)	0	10			0.0%	
1100 Bank Interest	1,021	292	550	258			53.2%	
1200 Allotment Inc/ Thornborough Rd	1,078	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	527	0	410	410			0.0%	
1250 Bowling Green & Pavilion Hire	1,000	1,000	1,000	0			100.0%	
1300 Whitwick Park Hall Hire	9,347	4,113	4,500	387			91.4%	
1350 Other Income	5,980	46,680	1	(46,679)			4668044.	
Income :- Income	321,659	198,216	299,781	101,565			66.1%	0
Movement to/(from) Gen Reserve	321,659	198,216						
200 Salaries								
4000 Office Admin Salaries	34,754	16,629	39,748	23,119		23,119	41.8%	
4010 Park Hall Caretakers	4,108	2,116	4,982	2,866		2,866	42.5%	
4040 Employers NI	2,890	1,389	3,640	2,251		2,251	38.2%	
4050 Employers Pension	1,175	546	1,315	769		769	41.5%	
4055 Sickness Contingency/ Holiday	97	0	520	520		520	0.0%	
Salaries :- Indirect Expenditure	43,024	20,679	50,205	29,526	0	29,526	41.2%	0
Movement to/(from) Gen Reserve	(43,024)	(20,679)						
210 Administration								
4110 Stationery/Postage/Consumables	696	72	764	692		692	9.4%	
4120 Printing	364	151	408	257		257	37.0%	
4130 Bank Charges	133	60	134	74		74	44.5%	
4150 Parish Website	425	475	3,500	3,025		3,025	13.6%	
4160 Getmapping (Parish Online)	150	0	155	155		155	0.0%	
4170 Office Equipment	179	20	1,061	1,041		1,041	1.9%	
4180 Software Licences/Support	1,194	258	2,060	1,802		1,802	12.5%	
4250 Internet/Phone	0	56	0	(56)		(56)	0.0%	
4310 Subscriptions and Memberships	1,156	1,281	1,191	(90)		(90)	107.6%	
4320 Insurance	2,997	2,086	3,147	1,061		1,061	66.3%	
4330 Audit	1,008	418	1,038	620		620	40.3%	
4335 GDPR	125	2,644	1,000	(1,644)		(1,644)	264.4%	2,369
4340 Professional Fees	7,574	2,104	9,000	6,896		6,896	23.4%	
4350 Staff Training	1,264	0	750	750		750	0.0%	
4360 Councillors Training	40	210	750	540		540	28.0%	
4370 Staff Recruitment	0	0	200	200		200	0.0%	

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Detailed Income & Expenditure by Budget Heading 12/09/2019

Month No: 6

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
4380 Election Contingency	0	0	2,500	2,500		2,500	0.0%	
4460 Repairs and Maintenance	0	80	0	(80)		(80)	0.0%	80
Administration :- Indirect Expenditure	<u>17,305</u>	<u>9,916</u>	<u>27,658</u>	<u>17,742</u>	<u>0</u>	<u>17,742</u>	<u>35.9%</u>	<u>2,449</u>
6000 plus Transfer from EMR	0	2,449						
Movement to/(from) Gen Reserve	<u>(17,305)</u>	<u>(7,467)</u>						
300 Community Initiatives								
4510 Projects	521	0	7,500	7,500		7,500	0.0%	
4520 Salt Bins	0	956	1,050	94		94	91.1%	956
4530 Newsletter and Media	1,350	460	1,390	930		930	33.1%	
4540 Community Events	1,728	0	2,000	2,000		2,000	0.0%	
4550 Community Grant Scheme	1,250	500	2,250	1,750		1,750	22.2%	
Community Initiatives :- Indirect Expenditure	<u>4,849</u>	<u>1,916</u>	<u>14,190</u>	<u>12,274</u>	<u>0</u>	<u>12,274</u>	<u>13.5%</u>	<u>956</u>
6000 plus Transfer from EMR	45	956						
Movement to/(from) Gen Reserve	<u>(4,804)</u>	<u>(960)</u>						
350 Community Office Running Costs								
4200 Electricity	568	218	800	582		582	27.3%	
4210 Water Charges	168	40	186	146		146	21.6%	
4220 Business Rates	0	0	247	247		247	0.0%	
4250 Internet/Phone	678	321	773	452		452	41.5%	
4260 Fire Extinguisher Servicing	18	0	29	29		29	0.0%	
4270 Security Servicing	75	0	83	83		83	0.0%	
4280 PAT Testing	0	34	52	18		18	65.4%	
4460 Repairs and Maintenance	0	35	500	465		465	7.1%	
4480 Running Costs Contingency	259	0	500	500		500	0.0%	
Community Office Running Costs :- Indirect Expenditure	<u>1,766</u>	<u>649</u>	<u>3,170</u>	<u>2,521</u>	<u>0</u>	<u>2,521</u>	<u>20.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,766)</u>	<u>(649)</u>						
400 Park Hall Running Costs								
4200 Electricity	586	462	1,030	568		568	44.8%	
4210 Water Charges	301	0	283	283		283	0.0%	
4220 Business Rates	110	79	118	39		39	67.1%	
4260 Fire Extinguisher Servicing	83	0	106	106		106	0.0%	
4270 Security Servicing	0	0	124	124		124	0.0%	
4280 PAT Testing	0	9	42	34		34	20.2%	
4310 Subscriptions and Memberships	212	274	218	(56)		(56)	125.9%	
4410 Waste Collection	167	94	266	172		172	35.4%	
4420 Consumables	350	80	266	186		186	29.9%	

Detailed Income & Expenditure by Budget Heading 12/09/2019

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Electrical Certificate	0	0	54	54		54	0.0%	
4440 Sewer Pump Servicing	0	0	90	90		90	0.0%	
4450 Boiler Servicing	0	0	106	106		106	0.0%	
4460 Repairs and Maintenance	1,164	239	2,000	1,761		1,761	12.0%	
4480 Running Costs Contingency	(217)	0	1,545	1,545		1,545	0.0%	
Park Hall Running Costs :- Indirect Expenditure	2,756	1,236	6,248	5,012	0	5,012	19.8%	0
Movement to/(from) Gen Reserve	(2,756)	(1,236)						
405 Pavilion and Other Building								
4200 Electricity	1,091	674	1,500	826		826	44.9%	
4210 Water Charges	900	0	773	773		773	0.0%	
4280 PAT Testing	0	28	0	(28)		(28)	0.0%	
4460 Repairs and Maintenance	26	813	656	(157)		(157)	124.0%	
4480 Running Costs Contingency	275	81	750	669		669	10.8%	
Pavilion and Other Building :- Indirect Expenditure	2,292	1,596	3,679	2,084	0	2,084	43.4%	0
Movement to/(from) Gen Reserve	(2,292)	(1,596)						
410 Railway Station Building								
4450 Boiler Servicing	70	0	70	70		70	0.0%	
4460 Repairs and Maintenance	658	0	1,500	1,500		1,500	0.0%	
4480 Running Costs Contingency	0	0	1,000	1,000		1,000	0.0%	
4490 Building Condition Survey	0	0	206	206		206	0.0%	
Railway Station Building :- Indirect Expenditure	728	0	2,776	2,776	0	2,776	0.0%	0
Movement to/(from) Gen Reserve	(728)	0						
420 Allotments								
4460 Repairs and Maintenance	0	0	530	530		530	0.0%	
4470 Annual Lease	600	0	600	600		600	0.0%	
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	263	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	1,813	0	2,330	2,330	0	2,330	0.0%	0
Movement to/(from) Gen Reserve	(1,813)	0						
430 Grounds Maintenance								
4710 Grounds Maintenance	134,091	31,963	118,854	86,891		86,891	26.9%	
4715 Grass Cutting/Strimming	0	6,100	1	(6,099)		(6,099)	610010.0	
4720 Litter Pick/Bin emptying	0	186	1	(185)		(185)	18592.0	
4725 Shrubs/Flower Displays	0	0	1	1		1	0.0%	

Detailed Income & Expenditure by Budget Heading 12/09/2019

Month No: 6

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
4730 Park Ranger Service	0	8,384	1	(8,383)		(8,383)	838401.0	
4735 Playground Insp/Maintenance/Sw	0	210	1	(209)		(209)	21000.0	
4737 Other GM Works	0	275	1	(274)		(274)	27486.0	
4740 Tree Insp/Maintenance	0	0	10,000	10,000		10,000	0.0%	
Grounds Maintenance :- Indirect Expenditure	<u>134,091</u>	<u>47,118</u>	<u>128,860</u>	<u>81,742</u>	<u>0</u>	<u>81,742</u>	<u>36.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(134,091)	(47,118)						
440 Other Running Costs								
4270 Security Servicing	0	35	0	(35)		(35)	0.0%	
4310 Subscriptions and Memberships	50	65	52	(13)		(13)	125.0%	
Other Running Costs :- Indirect Expenditure	<u>50</u>	<u>100</u>	<u>52</u>	<u>(48)</u>	<u>0</u>	<u>(48)</u>	<u>192.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(50)	(100)						
450 Repairs and Renewals Fund Land								
4460 Repairs and Maintenance	10,030	925	11,980	11,055		11,055	7.7%	
Repairs and Renewals Fund Land :- Indirect Expenditure	<u>10,030</u>	<u>925</u>	<u>11,980</u>	<u>11,055</u>	<u>0</u>	<u>11,055</u>	<u>7.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(10,030)	(925)						
460 Projects/ Initiatives								
4610 Open Spaces Signage	0	0	7,500	7,500		7,500	0.0%	
4620 Park Entrance Improvements	0	0	10,000	10,000		10,000	0.0%	
4630 New Projects/Initiatives	4,988	0	5,000	5,000		5,000	0.0%	
4640 Fencing - New and repairs	4,200	0	7,500	7,500		7,500	0.0%	
4650 Grant Supported Projects	496	1,320	0	(1,320)		(1,320)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	<u>9,684</u>	<u>1,320</u>	<u>30,000</u>	<u>28,680</u>	<u>0</u>	<u>28,680</u>	<u>4.4%</u>	<u>0</u>
6000 plus Transfer from EMR	<u>4,573</u>	<u>0</u>						
Movement to/(from) Gen Reserve	(5,111)	(1,320)						
Grand Totals:- Income								
	<u>321,659</u>	<u>198,216</u>	<u>299,781</u>	<u>101,565</u>			<u>66.1%</u>	
Expenditure								
	<u>228,389</u>	<u>85,455</u>	<u>281,148</u>	<u>195,693</u>	<u>0</u>	<u>195,693</u>	<u>30.4%</u>	
Net Income over Expenditure	<u>93,270</u>	<u>112,761</u>	<u>18,633</u>	<u>(94,128)</u>				
plus Transfer from EMR	<u>4,618</u>	<u>3,406</u>						
Movement to/(from) Gen Reserve	<u>97,888</u>	<u>116,167</u>						