



Website: www.whitwickpc.org.uk

To: The Chairman and Members of Whitwick Parish Council

9 November 2018

Dear Councillor

I hereby summon you to attend a **Meeting** of the **Whitwick Parish Council** to be held at **7.00pm** on **Thursday, 15 November 2018** 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, looped initial 'C'.

Cathy Tibbles
Parish Manager

Members of the public are most welcome to observe the meetings of the parish council.

AGENDA

781. Apologies for Absence

782. Declarations of Interest

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

783. PUBLIC QUESTION AND ANSWER SESSION

The council may have feedback on previous questions.

784. MINUTES

To approve the minutes of the previous meeting held on 18 October 2018 (see attached).

785. 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). Beat Surgery dates for Whitwick (sometimes at the Community Office) may be shown on the police website at <https://leics.police.uk/local-policing/bardon-hill>.

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

786. FUTURE OF HERMITAGE LEISURE CENTRE

See NWLDC website: https://www.nwleics.gov.uk/pages/leisure_centres_project for latest information. **(No new information received by the Parish Council currently.)**

787. CONSULTATIONS

- a) **Survey** - NWLDC have requested documents be completed showing parish facilities for halls and play areas. The information collected will inform a new Supplementary Planning Document (SPD) and used to help secure facilities and funding from housing developers, plus the emerging Local Plan. Documents available at the meeting. Deadline for response is 7 December 2018.
- b) **Snow Warden Scheme** – members to consider whether the parish council is able to participate in the project that helps clear key footways during periods of prolonged snow and ice (details enclosed).

Members' instructions are required.

788. TREE PROBLEM

As reported at the last meeting, the Parish Manager has now received a response from the County Council regarding the overhanging branches on the pavement at Leicester Road, near to the City of Dan car park. A further site visit is to take place to resolve the confusion, following the 21 day notice issued to the parish to undertake remedial work when it is believed the trees are owned by the County Council.

Members to note/consider the information.

789. MEETING THE NEEDS OF THE PARISH

Following the recent Visioning exercise, and at the request of the Property Management and General Purposes Committee, members to consider how it can serve the wider needs of residents that live near the boundary of the parish. Many of the parish assets are focused within Whitwick Park and the village centre and suggestions are invited on what the parish could provide to serve the needs of others. After the installation of grit bins failed to meet the consultation criteria, the parish will soon be consulting on potential locations for additional benches before applying to the County Council for licences to install 5 new seats.

Members' views are required.

790. GROUNDS MAINTENANCE TENDER AWARD

The Chairman to announce the result of the tender process and confirm the contract has been awarded to JR Landscaping and Property Maintenance who successfully met the quality threshold required and submitted the lowest price of £118,859.48. Handover meetings will be taking place with the Parish Manager, supported by the Tender Working Party, in preparation for 1 April 2019. The council will consider in due course what benefit is best achieved with the savings made by this change. The current contract with North West Leicestershire District Council will end on 31 March 2019.

791. WORKING PARTIES

Members to:

- a) Consider report of the **Finance Working Party** meeting held on 8 November (notes attached) with specific recommendations to be considered under the next item;
- b) note the **Tender Working Party** meeting held 29 October with JR Landscaping and Property Maintenance commenced with a visit to Whitwick Park. Arrangements to be made for further meetings with updates to council being reported;

- c) consider request to review insurance threshold for public liability for contractors to meet the GM contract specification.
- d) Consider report of the **Byelaws Working Party** after a meeting was held with NWLDC on 29 October. (see attached- recommendations to be considered later in the meeting).

Members to note/consider the information.

792. BUDGET PLANNING 2019/20

Members to consider information and budgetary implications for the new financial year. Following the recent working party meeting (as reported above) some changes to the structure may be advisable with new cost codes being created to show extra detail of types of work undertaken. The new format adopted last year will now show historical information for the previous year (see attached/accompanying notes). Members preliminary guidance is sought on suggested refinements for a revised draft at the December meeting.

Members instructions are required.

793. COMMUNITY EVENTS/PROJECTS

- a) **Poppies on Lampposts** – these were installed by the parish council on Thursday 25 October, with removal date to be agreed. Some financial donations were received during recent events (for refreshments) and poppies will be available to 'buy' from Friday 16 November from the Community Office.
- b) **Christmas Lighting scheme** – 11 local businesses are taking part in the scheme this year, including two new participants. Following submission of the necessary documents, risk assessments and insurance documents, the licence has been granted by the County Council with installation provisionally in place by 19 November (although not lighting up until 1 December as the trees are pre-programmed);
- c) **Heritage Exhibition** – members to note the exhibition attracted nearly 40 visitors during the 5 sessions that it was open in Park Hall. Grateful thanks to all volunteers from the Parish Council and Whitwick Historical Group that attended.
- d) **Armistice Tea Dance** – members to receive an update following the event taking place on 10 November.

794. SECTION 106 FUNDING AGREEMENT

Following recent notification, members to be consider the potential opportunities following advice from the District Council to apply retrospectively for recent works. An allocation of £15,120.21 is now available, having been retained by the District Council since 2011 for the upgrade of existing play areas in Whitwick.

Members' instructions are required.

795. PARISH COUNCIL ELECTIONS 2019

- a) As previously reported, the current term of office expires in May 2019 and elections will be held for all 11 seats. A reminder of the special event arranged to provide information for any prospective candidate (parish or district) on Saturday 17 November at Charnwood Borough Council on Southfield Road, in Loughborough between 10 am – 12 pm.
- b) Following agreement to hold a Parish Election Drop-In Evening for an informal chat and light refreshments. Availability for Thursdays in March at Park Hall are 7, 14 or 28 (Council meeting is scheduled for 21 March). Councillors are asked to attend and share

their experiences and knowledge with potential new candidates.

Members' instructions are required.

796. DISTRICT COUNCILLORS' REPORTS

Reports to be given and questions may be raised by parish councillors.

797. COUNTY COUNCILLOR'S REPORT

Reports to be given and questions may be raised by parish councillors.

798. PLANNING MATTERS

a) Applications

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

REF 18/01746/DEM - 191 Loughborough Road - Demolition of outbuilding (prior notification of demolition) (deadline 16/11/18)

REF 18/01817/VCI - 10 Parsonwood Paddock - Removal of condition 4 of planning permission reference 16/00942/FUL so as not to provide 2nd off-street parking space (deadline ext to 16/11)

REF 18/01938/FUL - 79A Silver Street - Two-storey side/rear extension along with single storey rear extension

REF 18/01965/FUL- 143 - 145 Thornborough Road - Change of use of land for the parking of vehicles pre and post repair in connection with the use operated from 143-145 Thornborough Road

Members' instructions are requested.

To note only:

REF 18/01782/PDNATR – Application WITHDRAWN. 274 Church Lane - Prior approval notification for change of use of agricultural building to one dwelling

Deferred from October meeting for further information/delegated decision:

REF 18/01393/FUL - 191 Loughborough Road - Proposed extensions and alterations to existing dwelling to allow its subdivision to form three residential dwellings with associated off-street parking – delegated decision by Parish Manager – no objections made.

b) Decisions

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

REF 18/00804/FUL – Shop, 2 North Street – demolition of existing workshop buildings and erection of three town house

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

REF 18/00686/FUL - 74 Silver Street - Erection of two single storey detached dwellings with associated off street parking along with works to existing dwelling to enable visibility at the access.

18/01206/OUT - Land Rear Of 21 To 63 Church Lane - Erection of three dwellings
(Outline - Details of Access included) (Revised Scheme)

799. PROPERTY AND LAND MATTERS

To receive the minutes of the Property Management and General Purposes Committee meetings held on 8 November 2018 and note the delegated decisions taken (information to follow/to be tabled).

Members to note the information.

800. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

Reports to be given.

801. PARISH MANAGER'S REPORT AND MATTERS PENDING

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

Members' instructions are requested.

802. FINANCE AND ACCOUNTS FOR PAYMENT

- a) To approve the following payments and salaries for the latest periods (cash book report attached);
- b) To note the income received since the last meeting (cash book reports attached);
- c) To note the journal entries that have been made since the last meeting (report attached);
- d) To note the latest income and expenditure account for 2018/19 (information attached);
- e) To note the latest bank balances at 31/10/18 as Unity current a/c £142,588.01; Unity Deposit a/c £22,030.94; CCLA Public Sector Deposit Fund £145,000.00;
- f) The Chairman to report on the quarterly scrutiny of the accounts undertaken in accordance with the internal control measures;

Members' instructions are requested.

803. EXCLUSION OF PRESS AND PUBLIC

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

804. PARISH COUNCIL BYELAWS

Members to consider the confidential information received following the belated meeting with NWLDC and review the position of the council. To re-affirm whether the council wishes to proceed with making byelaws for protection of its open spaces and recreation grounds as previously planned in 2016. Information received on process and estimate of costs. (see confidential notes attached).

Members' instructions are required.

Date of next council meeting: 7 pm Thursday 13 December 2018

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 18 OCTOBER 2018 at 7 pm at Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor R Woodward (Chairman)

Cllrs A Barker, S Colledge, D Everitt, T Gillard [Items 745-766 only], D Howe, P Moulton, T Pulford and J Straw.

In Attendance:

Mrs C Tibbles, Parish Manager

16 Members of the public

Guests:

PCSO A Booth, Neighbourhood Police Team [Items 745 – 749 only]

745. APOLOGIES

Received from Cllrs R Adams and L Spence.

746. DECLARATIONS OF INTEREST

Cllr T Gillard declared a disclosable pecuniary interest in items 751 a and b.

Cllr S Colledge declared a disclosable non-pecuniary interest in all planning matters regarding the Green Wedge as a member of Whitwick Action Group and as a neighbour; and in Item 762(e) Armistice Tea Dance so could give factual information but not take part in the debate as an organiser of the community event.

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 D Everitt declared a disclosable non-pecuniary interest in all planning matters as a District Councillor and would not take part in discussions or votes.

Cllr A Barker declared a disclosable non-pecuniary interest in Item 766 Application Ref 18/01708 as he knew the applicant from King Richards Hill.

747. PUBLIC QUESTION AND ANSWER SESSION

At the invitation of the Chairman, Cllr T Gillard provided feedback on questions asked at the July meeting and confirmed that Section 106 monies are not used or set aside for potential floods, explaining that developers had to design in flooding risk and incorporate a drainage scheme for their development. Seven Trent were the authority to consult on flooding issues. Cllr Gillard had additionally requested that Seven Trent check all drainage gullies and levels both in Whitwick and Thringstone to minimize flood potential and he believed that Seven Trent surveyed the area in September and found all to be acceptable.

Members of the public raised objections to the application for 2 bungalows at Silver Street and asked for a site meeting which was noted, although the Chairman explained that the parish council was a consultee and not the decision making body.

748. MINUTES

Resolved that the minutes of the meeting held on 20 September and 4 October be approved as a correct record.

749. COMMUNITY POLICING

PCSO Booth gave the crime figures for the last reporting period with 8 criminal damage, 8 incidents of theft, (including battery thefts from street furniture) and 5 vehicle crime. Reassurance patrols were taking place and members of the public were asked to be vigilant for some of the unusual thefts taking place. Questions were asked by councillors and responded to.

750. FUTURE OF HERMITAGE LEISURE CENTRE

No new information was anticipated until 2019.

751. CONSULTATIONS

Resolved that:

- a) North West Leicestershire District Council Local heritage assets – Cllr Colledge had asked for a building to be added to the list;
- b) Noted the County Council Cabinet report on proposals for Unitary Status;
- c) Noted the invitation for parishes to submit views to NWLDC and the joint statement by borough and district councils on Unitary Status issued on 8 October;
- d) & e) **Private Hire Driver and Hackney Carriage licence applications – that in the absence of any identifying information the Parish Manager would enquire about the consultation process;**
- f) Noted the Premises Application was granted on 20/09/18 for Whitwick Constitutional Club, 8 Silver Street for provision of plays, films, indoor sporting events, boxing and wrestling, recorded music, dance and the supply of alcohol (on and off the premises), Sunday to Thursday 11:00 hours to midnight, Friday and Saturday 11:00 hours to 01:00 hours.

752. CHARITY COMMISSION – KING GEORGES FIELD

Members noted the annual return for Whitwick Park (King Georges Field) charity had been submitted and confirmation of receipt had arrived on 25 September 2018.

753. NOTICE OF CONCLUSION OF AUDIT 2017/2018

Members noted the External Audit had been satisfactorily completed on 22 September 2018 by PKF Littlejohn LLP and the Certificate and Closure notice were duly displayed on the website and in the Community Office.

754. FACEBOOK SETTINGS

A new Facebook page had been created during a free workshop meeting and following consideration, it was **resolved to use option (a) of the logo designs created by Cllr Colledge – “Working for our future Because community matters”**. Noted that further action was required before it could be brought into use as a replacement for the Group page currently operating.

755. TREE PROBLEM

- a) Members noted that Cllr T Gillard did not have an update on the agreed County Council tree work but it had been classed as low priority. He undertook to notify the Parish Manager when he had information that could be passed on.
- b) Members noted the Parish Manager had reported overhanging branches on the pavement at Leicester Road, near to the City of Dan car park, to the County Council. The trees were owned by the County Council. Unfortunately the County Council had written to the parish council instructing it to take remedial action within 21 days. The Parish Manager had tried to call the Highways Department but after queuing there had been no reply. An email was sent but the 3 day response had been extended to 10 days due to being busy.

756. SHARPS DISPOSAL

Resolved: to request the District Council to provide facilities for an alternative means of collection (e.g. as provided by Hinckley and Bosworth Council) due to the unsatisfactory position for many residents in some types of housing in Whitwick.

757. SECTION 106 FUNDING AGREEMENT

Members noted that clarification was awaited from the District Council.

758. GRANT APPLICATIONS

Resolved that a grant of £250 be awarded:

- a) **to Whitwick Retired Persons Fellowship towards the cost of providing venue and refreshments for weekly meetings, transport subsidy, social activities and insurance to enable the organisation to continue to meet;**
- b) **to Whitwick Christmas Carols towards the cost of installing/re-siting of Christmas Tree, installation of lights and safety checks, dismantling of tree after the event – application made by St. John The Baptist Church on behalf of the community event.**

759. POLICY REVIEW

Resolved that:

- a) **as the changes made for the introduction of GDPR were working satisfactorily, the next review of Data Protection Policy be considered after May 2019;**
- b) **the extensions to the procedures for Partnership Working be accepted to regulate the usage of the allocated budget;**
- c) **the review of Standing Orders be deferred to 2019.**

760. PARISHIONERS' CASEWORK

Resolved to continue with the current practices which provided parishioners with: the opportunity to visit the Community Office for staff to assist them with enquiries (signposting elsewhere when necessary); with notice boards/website/office displaying contact information for all parish councillors; easy access to some councillors who worked locally; access to some councillors who had daytime availability to respond to enquiries; access to other councillors with evening and weekend availability; opportunity to attend

monthly parish council meetings and raise matters during public question time. Members felt that providing parish council surgeries was not necessary at this time.

761. WORKING PARTIES

Resolved that:

- a) the Finance Working Party (Cllrs Barker, Howe, Moulton, Straw and Woodward) would meet on Thursday 8 November at the Community Office at 6.30 pm to review current income/expenditure in preparation for the 19/20 budget;
- b) the role of the Tender Working Party (Cllrs Barker, Howe, Moulton, Pulford and Woodward) be extended to support the Parish Manager throughout the preparations until the new contract commenced on 1 April and responsibility was transferred to the Property Management and General Purposes Committee (with any recommendations for decisions to be submitted to the council);
- c) to note that a meeting had been arranged on Monday 29 October at 4.30 pm for some members of the Byelaws Working Party with the Legal Services department at the District Council to explain why their position had changed about rescission of NWLDC byelaws on parish land.

762. COMMUNITY EVENTS/PROJECTS

- a) **Macmillan Coffee Morning** – noted that £49 had been raised at the event held in the Community Office on Friday 28 September, with grateful thanks to everyone who had helped, contributed and/or attended the event which had again been organised by Ms Mabey;
- b) **Whitwick Schools Exhibition** – noted the invitation from Whitwick Historical Group to all councillors to attend this 35th anniversary event at Methodist Church Hall on Saturday 20 October from 10.30 am;
- c) **Poppies on Lampposts** – noted the provisional display date of Thursday 25 October, in conjunction with students from Stephenson College with removal possibly on Monday 12 November. Volunteers were invited and a £50 donation had been promised towards the cost of extra poppies;
- d) **Christmas Lighting Scheme** – noted that businesses had been invited to take part, with responses requested by 23 October so that the order could be finalised.
- e) **Armistice Tea Dance** – Resolved to use £750 from the Community Events budget towards the cost of specialist sound/video engineer and the hire of crockery and tableware.

763. PARISH COUNCIL ELECTIONS 2019

It was noted that:

- a) the current term of office expires in May 2019 and elections would be held for all 11 seats on the parish council;
- b) the District Council operated the elections, with planned costs being met by the earmarked reserves already set aside; nomination forms would be issued by the District Council on Wednesday 20 March 2019 and the deadline for their return to the District Council would be 4 pm on Wednesday 3 April (although it was advisable to avoid submitting on the last day if possible);
- c) as the parish was warded, advice had been received that current members who wish to re-stand should discuss their intentions to avoid unnecessary duplication within wards;

- d) events to provide information for any prospective candidate (parish or district) were being arranged and the nearest one was on Saturday 17 November at Charnwood Borough Council on Southfield Road in Loughborough between 10 am and 12 pm;
- e) a Parish Election Drop-In Evening could be organised for an informal chat and light refreshments and the Parish Manager was asked to check availability at Park Hall for March 2019.

764. DISTRICT COUNCILLORS' REPORTS

Cllr Everitt reported there had been no council meetings held but a cabinet meeting had taken place to deal with the usual business. A problem had occurred with the Marlborough Square development and Cllr Gillard said it would be resolved and still go ahead.

765. COUNTY COUNCILLOR'S REPORT

Cllr Gillard reported that consideration of unitary status was on-going. The county council were also consulting on subsidies for bus routes and other potential transport changes. Cllr Barker asked for an update after the Community Speedwatch and Cllr Gillard said that the county council were utilising mobile speed cameras and he was waiting for confirmation if Whitwick was on the list, although it would be for a limited time. The police had done exercises in two local areas – Talbot Street/Hall Lane.

766. PLANNING MATTERS

a) The Council had been consulted by NWLDC on the following applications:

REF 18/00686/FUL - 74 Silver Street - Erection of two single storey detached dwellings with associated off street parking along with works to existing dwelling to enable visibility at the access - recommended for REFUSAL because the site was on a blind bend and additional traffic would increase the hazard for pedestrians and motorists on this already busy road to an unacceptable level; there were trees in existence on the boundary of the site that had been omitted from the plans and would have a detrimental effect on neighbours in future years; although significant alterations made previously to this property with the stone rendering now covering the ancient diamond brickwork, the council RESOLVED it had unique historic value as one of the oldest remaining buildings in the parish as shown in the 1622 census (with chattels being valued at £151 10/8d) and felt this important heritage building should be protected; objections had been made to the parish council in writing from residents and representations made at the council meeting by residents of the parish. In accordance with Standing Order 5.4 and with the express consent of the Chairman, historic information was given by a member of the public. Cllr Gillard undertook to contact the District Council Planning Department.

REF 18/01393/FUL - 191 Loughborough Road - Proposed extensions and alterations to existing dwelling to allow its subdivision to form three residential dwellings with associated off-street parking – resolved to request an extension whilst clarification was sought on the works currently taking place, with the decision being delegated to the parish manager, following consultation with members, if an extension to the deadline was not possible.

REF 18/01708/FUL - 36 King Richards Hill, - Proposed single storey front extension - no objections were raised.

REF 18/01715/FUL - 10 Rock View Close- Proposed first floor front extension - no objections were raised.

REF 18/01747/TPO - Beech House, Loughborough Road - Works to 3 no. Horse chestnut trees (Protected by TPO) – recommended for REFUSAL because the nature of the site was changing with so many other trees having already been removed.

REF 18/01773/FUL - Land At Stephenson Way, Hermitage Road - Erection of nine dwellings with associated off street parking and landscaping - recommended for REFUSAL because the site has extensive history of planning applications and appeal hearings since the 2009 original application; the additional traffic from new properties would increase the hazard for motorists on this already busy road to an unacceptable level, with a history of parked vehicles blocking ambulances and fire engines from accessing Hermitage Road; it would pose a danger to pedestrians as the pavement ceased at the entry point to the site so forcing people to cross the busy road at a junction; the site was adjacent to the Green Wedge and any development would give unacceptable encroachment and urban sprawl towards this location; RESOLVED that strong objections should be made as no work has been undertaken since 2009 and renewal should not be granted;

REF 18/01856/T56 - Land Off, City Of Dan - Installation of a 17.5 metre high monopole coloured grey and steel equipment cabinet coloured green (prior notification of telecommunications development) extension - no objections were raised but request would be made for safeguards for removal of installation should the company cease trading at a future date.

b) Decisions notified and approved by the District Council:

18/01146/VCI - 81 North Street- Variation of condition two of planning permission 17/01593/FUL to alter heights and design of plots 1-3 and 6-7 along with amendments to access

18/01154/FUL – 31 City of Three Waters – single storey extension

18/01200/FUL - 26 Stainsdale Green - Single storey rear extension, single storey front and side extension, replacement detached garage and rendering of property

18/01426/FUL - 7 Rockland Rise - Erection of a two-storey side extension and single-storey front and rear extensions

18/01446/FUL -103 St Bernards Road - Erection of a single storey rear extension (amended scheme)

18/01465/OUT -56 Green Lane - Erection of one dwelling (outline - all matters reserved)

18/01467/FUL – 35 Tressall Road - Erection of single storey front and rear extensions and replacement garage

18/01533/VCI - 48 Hilary Crescent - Variation of condition 2 attached to planning permission 16/00373/FUL to allow for retention of rooflights in eastern roof slope

18/01553/TPO - 19 Church Lane - Felling of 1 no. Ash tree (Protected by TPO)

[Cllr Gillard left the meeting at 8.11 pm.]

767. PROPERTY AND LAND MATTERS

Members received the minutes of the Property Management and General Purposes Committee meeting held on 13 September 2018 and noted the decisions taken.

768. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

The Chairman reported he had attended the County Service at Leicester Cathedral on 7 October, accompanied by the Parish Manager.

769. PARISH MANAGER'S REPORT AND MATTERS PENDING

Members noted the report and updated list of outstanding action points. The bulbs had been delivered that day and members discussed timescale for planting and possible locations. An invitation had been received to a First Contact event to be held locally on 12 November between 9.30 and 11.30 am.

770. FINANCE AND ACCOUNTS FOR PAYMENT

Resolved that:

- a) the latest payment list and retrospective salary payments be approved;
- b) the updated income received since the last meeting be noted;
- c) the latest income and expenditure report for 2018/19 be noted;
- d) to note the bank balances at 30/09/18 were noted as Current Account £178,654.83, Deposit Account £22,030.94 and Investment Account £145,000.00;

771. EXCLUSION OF PRESS AND PUBLIC

Not required.

772. GROUNDS MAINTENANCE TENDER AWARD

The tender had been awarded to a new contractor and a meeting was being arranged shortly. An official announcement was being prepared.

Full signature of Chairman: Date:

Cllr Colledge extended an invitation to everyone present, plus friends and neighbours, to the Afternoon Tea Dance taking place on Saturday 10 November at Hermitage Leisure Centre to commemorate the Armistice Day Centenary. It was an intergenerational event and free of charge, although tickets were required to control numbers.

The meeting terminated at 8.23 pm.

[Cllr Gillard left the meeting at 8.11 pm.]

Date of next council meeting: Thursday 15 November 2018 at 7 pm



Date: 29th October 2018
My Ref:
Your Ref: LCC Snow Warden Scheme
Contact: Highways Customer Services
Phone: 0116 3050001
Fax:
Email: highwayscustomerservices@leics.gov.uk

Dear Sir/Madam,

LCC Snow Warden Scheme - Guidance for Parish Councils

Leicestershire County Council will be launching the snow warden scheme again this season and we would like to invite Parish Councils to get involved in this scheme to help your community during the coming winter.

The snow warden scheme is primarily intended to provide local treatment of key footways during periods of prolonged snow and ice.

The pressure that severe winter conditions places on LCC resource means that we are not able to treat footways ourselves. The objective of the snow warden scheme is to support the use of local resources to clear footways in the local community during prolonged severe weather. This locally delivered activity will enable greater community resilience when unfortunately in reality, the County Council's current budgetary position means we are not able to resource this service.

How the snow warden scheme works

If your parish council would like to participate this involved the following:

1. The Parish Council identifies a snow warden, either an individual who undertakes grounds maintenance tasks or a volunteer.
2. LCC will agree with the parish council a schedule of footways that would be treated (marked maps would be supplied).
3. LCC will provide the necessary equipment including protective clothing, a shovel, brush and wheelbarrow for the snow warden.

Environment and Transport Department
Leicestershire County Council, County Hall, Glenfield. Leicestershire LE3 8RJ
Telephone: 0116 305 0001 Fax: 0116 305 0006 Minicom: 0116 305 0007
Email: etd@leics.gov.uk

Ann Carruthers, Director

www.leicestershire.gov.uk

4. The snow warden will undertake the relevant training provided by LCC before they are able to carry out any duties. This will cover safe working practices, manual handling, salt use etc.
5. The identified snow warden will be indemnified against any third party claims providing they operate within the terms of the agreement and adhere to the safety guidelines outlined in the training provided.
6. Written agreement will be drawn up between both parties (Parish Council and County Council) to cover this service.
7. During extreme conditions of snow and ice we will notify participating parish councils by telephone, to agree commencement of the footway treatment. If however you do not receive a communication from us, we would also encourage you to report any areas of concern you may have to us, this will enable us to work collaboratively to clear the area.
8. LCC will make a contribution payment towards the cost of the hours worked. This is invoiced by the parish council after each period of severe weather, detailing the dates and hours worked, without this information we would be unable to process payment. Currently the level of contribution is £6.89 per hour worked. This payment is a contribution to the parish, not the individual. Remuneration to snow wardens by the parish council is at the discretion of the individual parish council.

2018/19 Winter Season

We are currently scheduling a series of half day training sessions for snow wardens) and it is anticipated this will take place towards the end of November 2018.

If your parish council would like to participate in the scheme or you require further information, please contact the Highways Customer Service Team **0116 3050001** or **highwayscustomerservices@leics.gov.uk**

Item No	Topic being discussed	Judgement made (e.g. true, not true, evidence provided)	Conclusion drawn (e.g. Agreed/Not agreed)	ACTION TO BE TAKEN	BY Target Date
1.	Budget Setting Training	Document tabled 15/10/18 questions invited by Parish Manager (R.F.O).	Helpful to review and reminder of process.	None.	—
2.	Review current income + Expenditure to 31/10/18 (period 1)	Council monitor monthly. Scrutiny checks done. Coding checked. Quotes followed. Projected year end: forecast. Grounds maintenance.	Budget satisfactory and no major problems envisaged. Reserves on target. Realistic.	None	
3.	Known charges for 19/20.	Changing roles/management of land + open spaces. Periodic inspection. Pavilion. Income for business activities not expected to exceed threshold.	Split coding to headings. Create tree budget.	Review new contract.	Cathy. Dec/Jan
4.	Option to tax for VAT	Staffing - pay award details. Review of hours.	Review capacity + staff needs. Extra allocation.	Council to consider	December 13 " " 13
5.	Staffing - pay award details. Review of hours.	Options to remain same, 3% increase, higher increase if projected forecast exceeds budget.	Recommendation: Option to tax not be taken now or in 19/20.	Council to consider.	November 15
6.	General expenditure	Options to remain same, 3% increase, higher increase if projected forecast exceeds budget.	Major changes to spare points. Estimate 5-8% will vary for different staff.	Committee to consider	December / Jan
			Recommendation: Assess what inflation rate is needed	Council to consider.	November 15

Signed Cathy Name Parish Manager Countersigned Name

Item No	Topic being discussed	Judgement made (e.g. true, not true, evidence provided)	Conclusion drawn (e.g. Agreed/Not agreed)	ACTION TO BE TAKEN	BY Target Date
	Parking facilities Safety Improvements. Play Equipment Refurb.				
	longer term planning (4 years) Staff capacity	Possibly do Year End in-house			

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1076	Precept	100	Income	No change in draft budget. Calculations needed on illustrative balance sheet
1080	Council Tax Support Grant	100	Income	Reducing and being phased out - ends in 20/21
1100	Bank Interest	100	Income	Higher investment return on Reserves
1200	Allotment Inc/ Thornborough Rd	100	Income	Council to review charges and decide if increase is required
1205	Allotment Inc/ Walkers Flats	100	Income	Council to review charges and decide if increase is required
1250	Bowling Green & Pavilion Hire	100	Income	Council to review charges and decide if increase is required
1350	Other Income	100	Income	One licence not renewed, one licence fee expected
4465	Not in use (Old ref deposits)	100	Income	Change in new year. Deposits held separately and not recorded as income
4000	Office Admin Salaries	200	Salaries	NALC Award awaited - Staff Committee to review
4010	Park Hall Caretakers	200	Salaries	NALC Award awaited - Staff Committee to review
4040	Employers NI	200	Salaries	NALC Award awaited - Staff Committee to review
4050	Employers Pension	200	Salaries	Staff Committee to review hours (Emp'EE rates to increase)
4055	Sickness Contingency/ Holiday	200	Salaries	3% increase allowed
4120	Printing	210	Administration	Printing increase expected +20%
4150	Parish Website	210	Administration	Budget too low. Increased costs.
4310	Subscriptions and Memberships	210	Administration	Virement in 17/18. Shared expenditure in 18/19
4320	Insurance	210	Administration	5% increase allowed for 19/20
4335	GDPR	210	Administration	Reduction 19/20 due to change in anticipated legislation
4340	Professional Fees	210	Administration	Increased activity - byelaws provision to be confirmed
4350	Staff Training	210	Administration	19/20 reduced to previous level before CILCA training
4360	Councillors Training	210	Administration	19/20 Increased for post election training
4370	Staff Recruitment	210	Administration	No increase anticipated
4380	Election Contingency	210	Administration	No increase anticipated
4510	Projects	300	Community Initiatives	No increase anticipated
4530	Newsletter and Media	300	Community Initiatives	3% anticipated
4540	Community Events	300	Community Initiatives	Provision for events/partnership working
4550	Community Grant Scheme	300	Community Initiatives	Provision for increase in applications?

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4250	Internet/Phone	350	Community Office Running Costs	17/18 price increase by Virgin.
4460	Repairs and Maintenance	350	Community Office Running Costs	New allocation (cost neutral - reduced contingency by same amount)
4480	Running Costs Contingency	350	Community Office Running Costs	18/19 New allocation
4210	Water Charges	400	Park Hall Running Costs	25% of Split bill with Pavilion (& Bowling Green irrigation)
4220	Business Rates	400	Park Hall Running Costs	17/18 Reduction negotiated (charity).
4310	Subscriptions and Memberships	400	Park Hall Running Costs	PRS Licence.
4440	Sewer Pump Servicing	400	Park Hall Running Costs	19/20 Serviced in house. 20/21 Provide higher allocation
4480	Running Costs Contingency	400	Park Hall Running Costs	No increase forecast
4210	Water Charges	405	Pavilion and Other Building	18/19 split Budget with Park Hall reduction but includes bowling green irrigation
4460	Repairs and Maintenance	405	Pavilion and Other Building	19/20 Increased allocation advised for periodic inspection
4480	Running Costs Contingency	405	Pavilion and Other Building	18/19 New Allocation
4450	Boiler Servicing	410	Railway Station Building	19/20 New allocation advised
4480	Running Costs Contingency	410	Railway Station Building	18/19 New allocation
4490	Building Condition Survey	410	Railway Station Building	Rename Repairs and Renewals - create earmarked reserve
4470	Annual Lease	420	Allotments	No increase forecast
4575	Grants Paid W Flats	420	Allotments	Allocation for Walkers Flats new self-mgt group
4710	Grounds Maintenance	430	Grounds Maintenance	Review needed - split costs according to services. Tree budget required for 19/20
4310	Subscriptions and Memberships	440	Other Running Costs	Fields In Trust Subscription
4610	Goal Posts/All Weather Matting	460	Projects/ Initiatives	Goal mouth work completed
4620	Park Entrance Lighting	460	Projects/ Initiatives	Park Entrance Lighting completed
4630	New Projects/Initiatives	460	Projects/ Initiatives	New projects to be agreed
4640	Fencing Robinson Rd	460	Projects/ Initiatives	Completed 18/19
4650	Grant Supported Projects	460	Projects/ Initiatives	18/19 Projector Park Hall

**Whitwick Parish Council Current Year
Annual Budget - By Centre
Note: Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>			<u>19/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Income									
1076 Precept	193,704	193,704	290,556	290,556	290,556	0	290,556	0	0
1080 Council Tax Support Grant	15,535	15,535	11,651	11,651	11,651	0	7,767	0	0
1090 Grants Received	0	0	0	500	500	0	0	0	0
1100 Bank Interest	200	181	100	341	584	0	350	0	0
1200 Allotment Inc/ Thornborough Rd	1,040	1,109	1,040	0	1,040	0	1,040	0	0
1205 Allotment Inc/Walkers Flats	500	441	410	92	410	0	410	0	0
1250 Bowling Green & Pavilion Hire	1,000	1,000	1,000	1,000	2,000	0	1,000	0	0
1300 Whitwick Park Hall Hire	6,300	9,460	3,500	5,643	7,500	0	3,605	0	0
1350 Other Income	200	1,733	200	3,477	3,477	0	1	0	0
Total Income	218,479	223,163	308,457	313,260	317,718	0	304,729	0	0
4465 Not in use (Old ref deposits)	0	283	0	0	0	0	0	0	0
Overhead Expenditure	0	283	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	218,479	222,880	308,457	313,260	317,718		304,729		
200 Salaries									
4000 Office Admin Salaries	30,000	29,097	37,270	16,734	37,270	0	38,388	0	0
4010 Park Hall Caretakers	3,500	2,743	3,610	1,676	3,610	0	3,718	0	0
4040 Employers NI	2,800	1,751	2,800	1,380	2,800	0	2,884	0	0
4050 Employers Pension	1,000	951	1,230	568	1,230	0	1,267	0	0
4055 Sickness Contingency/ Holiday	500	297	520	97	520	0	536	0	0
Overhead Expenditure	37,800	34,838	45,430	20,456	45,430	0	46,793	0	0

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**Whitwick Parish Council Current Year
Annual Budget - By Centre
Note: Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>			<u>19/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Movement to/(from) Gen Reserve	<u>(37,800)</u>	<u>(34,838)</u>	<u>(45,430)</u>	<u>(20,456)</u>	<u>(45,430)</u>		<u>(46,793)</u>		
210 Administration									
4110 Stationery/Postage/Consumables	720	700	742	344	742	0	764	0	0
4120 Printing	250	254	300	199	340	0	408	0	0
4130 Bank Charges	120	117	130	32	130	0	134	0	0
4150 Parish Website	385	385	400	350	425	0	450	0	0
4160 Getmapping (Parish Online)	130	126	130	150	150	0	155	0	0
4170 Office Equipment	1,000	897	1,030	111	1,030	0	1,061	0	0
4180 Software Licences/Support	1,953	2,187	2,000	481	2,000	0	2,060	0	0
4310 Subscriptions and Memberships	1,062	1,136	1,095	1,156	1,156	0	1,191	0	0
4320 Insurance	2,942	2,942	3,090	2,997	2,997	0	3,147	0	0
4330 Audit	1,150	998	1,185	1,008	1,008	0	1,038	0	0
4335 GDPR	0	0	2,000	125	2,000	0	1,000	0	0
4340 Professional Fees	4,120	3,121	4,244	7,028	9,500	0	6,500	0	0
4350 Staff Training	750	699	1,250	825	1,250	0	750	0	0
4360 Councillors Training	750	179	250	40	250	0	750	0	0
4370 Staff Recruitment	200	0	200	0	200	0	200	0	0
4380 Election Contingency	2,500	0	2,500	0	2,500	0	2,500	0	0
Overhead Expenditure	<u>18,032</u>	<u>13,740</u>	<u>20,546</u>	<u>14,846</u>	<u>25,678</u>	<u>0</u>	<u>22,108</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(18,032)</u>	<u>(13,740)</u>	<u>(20,546)</u>	<u>(14,846)</u>	<u>(25,678)</u>		<u>(22,108)</u>		
300 Community Initiatives									
4510 Projects	1,000	210	1,000	315	1,000	0	1,000	0	0

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**Whitwick Parish Council Current Year
Annual Budget - By Centre
Note: Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>			<u>19/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4520 Salt Bins	1,050	0	1,050	0	1,050	0	1,050	0	0
4530 Newsletter and Media	1,400	1,330	1,200	660	1,350	0	1,390	0	0
4540 Community Events	20	1,052	2,000	0	1,250	0	2,000	0	0
4550 Community Grant Scheme	1,500	1,460	1,500	750	1,500	0	2,250	0	0
Overhead Expenditure	4,970	4,052	6,750	1,725	6,150	0	7,690	0	0
Movement to/(from) Gen Reserve	(4,970)	(4,052)	(6,750)	(1,725)	(6,150)		(7,690)		
<u>350 Community Office Running Costs</u>									
4200 Electricity	500	556	515	225	586	0	604	0	0
4210 Water Charges	250	174	258	80	180	0	186	0	0
4220 Business Rates	435	435	480	338	240	0	247	0	0
4250 Internet/Phone	680	793	750	337	750	0	773	0	0
4260 Fire Extinguisher Servicing	27	22	28	0	35	0	29	0	0
4270 Security Servicing	50	0	52	0	80	0	83	0	0
4280 PAT Testing	25	35	26	0	50	0	52	0	0
4460 Repairs and Maintenance	0	0	0	0	0	0	250	0	0
4480 Running Costs Contingency	0	0	500	35	250	0	500	0	0
Overhead Expenditure	1,967	2,015	2,609	1,015	2,171	0	2,724	0	0
Movement to/(from) Gen Reserve	(1,967)	(2,015)	(2,609)	(1,015)	(2,171)		(2,724)		
<u>400 Park Hall Running Costs</u>									
4200 Electricity	1,250	699	1,288	289	1,000	0	1,030	0	0
4210 Water Charges	258	234	275	0	275	0	283	0	0
4220 Business Rates	103	103	115	77	115	0	118	0	0

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**Whitwick Parish Council Current Year
Annual Budget - By Centre
Note: Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>				<u>19/20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4260	100	57	103	0	103	0	106	0	0
4270	0	120	0	0	120	0	124	0	0
4280	30	35	31	0	40	0	42	0	0
4310	100	170	105	212	212	0	218	0	0
4410	250	140	258	92	200	0	266	0	0
4420	250	239	258	124	258	0	266	0	0
4430	50	0	52	0	100	0	54	0	0
4440	180	192	185	0	185	0	90	0	0
4450	100	0	103	0	103	0	106	0	0
4460	500	500	1,000	345	1,000	0	1,030	0	0
4480	1,500	736	1,545	-197	1,545	0	1,545	0	0
	4,671	3,225	5,318	941	5,256	0	5,278	0	0
	<u>(4,671)</u>	<u>(3,225)</u>	<u>(5,318)</u>	<u>(941)</u>	<u>(5,256)</u>		<u>(5,278)</u>		
405									
	1,250	1,153	1,288	579	1,288	0	1,327	0	0
4200	772	704	750	0	750	0	773	0	0
4460	0	640	0	26	200	0	656	0	0
4480	0	0	750	0	550	0	750	0	0
	2,022	2,497	2,788	606	2,788	0	3,506	0	0
	<u>(2,022)</u>	<u>(2,497)</u>	<u>(2,788)</u>	<u>(606)</u>	<u>(2,788)</u>		<u>(3,506)</u>		
410									
4450	0	0	0	70	70	0	70	0	0

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**Whitwick Parish Council Current Year
Annual Budget - By Centre
Note: Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>				<u>19/20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4460 Repairs and Maintenance	1,000	0	1,030	658	1,030	0	1,061	0	0
4480 Running Costs Contingency	0	0	750	0	750	0	750	0	0
4490 Building Condition Survey	200	0	206	0	206	0	206	0	0
Overhead Expenditure	1,200	0	1,986	728	2,056	0	2,087	0	0
Movement to/(from) Gen Reserve	(1,200)	0	(1,986)	(728)	(2,056)		(2,087)		
420 <u>Allotments</u>									
4460 Repairs and Maintenance	500	0	515	0	250	0	530	0	0
4470 Annual Lease	600	600	600	300	600	0	600	0	0
4570 Grants Paid Th Road	950	950	950	950	950	0	950	0	0
4575 Grants Paid W Flats	0	220	250	0	250	0	250	0	0
Overhead Expenditure	2,050	1,770	2,315	1,250	2,050	0	2,330	0	0
Movement to/(from) Gen Reserve	(2,050)	(1,770)	(2,315)	(1,250)	(2,050)		(2,330)		
430 <u>Grounds Maintenance</u>									
4710 Grounds Maintenance	136,735	133,772	135,840	66,611	135,840	0	135,840	0	0
Overhead Expenditure	136,735	133,772	135,840	66,611	135,840	0	135,840	0	0
Movement to/(from) Gen Reserve	(136,735)	(133,772)	(135,840)	(66,611)	(135,840)		(135,840)		
440 <u>Other Running Costs</u>									
4310 Subscriptions and Memberships	50	50	50	50	50	0	52	0	0
Overhead Expenditure	50	50	50	50	50	0	52	0	0
Movement to/(from) Gen Reserve	(50)	(50)	(50)	(50)	(50)		(52)		

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**Whitwick Parish Council Current Year
Annual Budget - By Centre
Note: Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>			<u>19/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
450	<u>Repairs and Renewals Fund Land</u>								
4460	12,500	2,100	12,500	3,075	12,500	0	12,875	0	0
	12,500	2,100	12,500	3,075	12,500	0	12,875	0	0
	<u>(12,500)</u>	<u>(2,100)</u>	<u>(12,500)</u>	<u>(3,075)</u>	<u>(12,500)</u>		<u>(12,875)</u>		
460	<u>Projects/ Initiatives</u>								
4610	1,000	2,016	0	0	0	0	0	0	0
4620	2,000	3,348	0	0	0	0	0	0	0
4630	300	0	5,000	373	5,000	0	5,000	0	0
4640	4,200	0	0	4,200	4,200	0	0	0	0
4650	0	0	0	121	500	0	0	0	0
	<u>7,500</u>	<u>5,364</u>	<u>5,000</u>	<u>4,694</u>	<u>9,700</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
	0	2,229	0	373	373	0	0	0	0
	<u>(7,500)</u>	<u>(3,135)</u>	<u>(5,000)</u>	<u>(4,321)</u>	<u>(9,327)</u>		<u>(5,000)</u>		
	218,479	223,163	308,457	313,260	317,718	0	304,729	0	0
	229,497	203,707	241,132	115,996	249,669	0	246,283	0	0
	<u>-11,018</u>	<u>19,456</u>	<u>67,325</u>	<u>197,264</u>	<u>68,049</u>	<u>0</u>	<u>58,446</u>	<u>0</u>	<u>0</u>
	0	2,229	0	373	373	0	0	0	0
	<u>(11,018)</u>	<u>21,685</u>	<u>67,325</u>	<u>197,637</u>	<u>68,422</u>		<u>58,446</u>		

WHITWICK PARISH COUNCIL

PARISH MANAGER'S REPORT – 8 November 2018

1) EVENTS ATTENDED (plus forthcoming events)

Oct 18	Parish Council meeting
Oct 18	Delivery of bulbs for Community Planting
Oct 22	TOIL taken
Oct 23	ILCA certificate awarded
Oct 24	Heritage Exhibition (12.30 pm)
Oct 25	Display 'Poppies on lampposts'
Oct 25	Heritage Exhibition (12.30 pm)
Oct 26	Heritage Exhibition (12.30 pm)
Oct 29	Site meeting – new Grounds Maintenance Contractor/Working Party
Oct 29	Byelaws Meeting at NWLDC
Oct 31	TOIL taken (morning only)
Nov 1	Site meeting at Parsonwood Hill re WPD cabling
Nov 1	Service Engineer, (Office fire extinguishers)
Nov 2	TOIL taken (afternoon only)
Nov 5	Budget Training – staff
Nov 7	Site Inspections – Tressall Road, Hilary Crescent Play area, Hermitage Recreation Ground, Parsonwood Hill Recreation ground
Nov 8	Site meeting – Sprinkler Demonstration
Nov 8	Property Management and General Purposes Committee meeting
Nov 8	Budget Working Party meeting
Nov 10	Attend Armistice Tea Dance (voluntary helper)
Nov 11	Attend Remembrance Parade and Service in Whitwick
Nov 12	TOIL planned
Nov 14	Remove 'Poppies from Lampposts'
Nov 15	Council meeting
Nov 16	Poppies available for public from Community Office (donation required)
Nov 17	Deadline for Community Voice monthly newsletter (ideas welcome)
Nov 19	CiLCA Assignments
Nov 22	TOIL planned (afternoon only)
Nov 23	TOIL planned (afternoon only)
Nov 28-30	Leave planned – 3 days
Dec 3	Annual H&S visit (Ellis Whittam consultant)
Dec 5	TOIL planned (morning only)
Dec 5	Parish Liaison Meeting, Castle Donington Hub

2) COMMUNICATIONS

In addition to emails already circulated and the many routine Bulletins/newsletters and some agenda items, the following have been received:

- (a) Request by resident for assistance in establishing a new group (hiring Park Hall) – advised to submit a Grant Aid Application
- (b) Western Power Distribution – notification of death of CEO;
- (c) Letter of thanks from Whitwick Retired Fellowship Group for grant;
- (d) Draft map from Western Power Distribution for proposed underground cabling work at Parsonwood Hill Recreation Field;
- (e) Opportunity from ACAS to recruit ex-service personnel via a workshop opportunity;

WHITWICK PARISH COUNCIL

- (f) Food surplus scheme from Aldi supermarket for Christmas at closedown
- (g) Playground Funding for 2019 (eibe Play company)
- (h) Fields in Trust Centenary Fields Legacy 'thank you' bulletin
- (i) Winter working practices for solo workers
- (j) Quotation for Asset Management software by Rialtas Business

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

3) COMMUNITY OFFICE

Another month with some new visitors to the Office and discovering the different activities that the parish council is involved in. Routine help continues to be given for a range of enquiries and some crime information received that has been passed to the police. The Heritage exhibition was a valuable opportunity for me – truly benefitted from the information on display, the kind accompaniment by members of the Whitwick Historical Group and the shared knowledge from some of the people who attended. Nearly 40 people came to see the exhibition during the 5 sessions it was open – sadly this could have been higher if publicity had been available for us to promote earlier in the month. Being in Park Hall affected the opening hours of the Office slightly but signage on the door explained where the Parish Manager was working.

The diary remains busy with commitments to fulfil and opportunities to work together with other partners to benefit the parish.

Budget Training document – no requests have been received for an agenda discussion. I remain happy to answer questions if members prefer to do this at the office or by phone.

Grateful thanks to Cllr Barker for planting over 1000 bulbs in the parish – if anyone wishes to help with the remaining 1000 I am sure this would be welcome.

4) TRAINING

I have finally completed my voluntary studies for ILCA, which was undertaken to prepare myself for the CiLCA studies that the council requires me to pass. I now have 7 certificates in recognition of the tests, research and essays for the 5 different topics areas. There is also an award of 19 CPD points for completing this (in my own time).

I continue to work on my studies for CiLCA and am making progress, hoping to shortly submit another unit. I have already satisfactorily passed two units and have two units remaining for formal submission to the moderator.

Chloe and I jointly worked on a budget training process to enhance our understanding of the software. It is important to work towards sharing knowledge so that the council is not reliant on a single person's knowledge. In the same way, I organised the payroll this month whilst Chloe was on annual leave – a refresher for me as this has not been my role for quite a while.

SLCC Conference: I attended the two day event in Brigg, Lincolnshire on 10/11 October. It was a busy two days with a lot of first time delegates attending – I hosted their welcome briefing (so hope they will want to return again). The theme was Engage, Empower and

WHITWICK PARISH COUNCIL

Exceed and I certainly felt this was a positive experience where knowledge, ideas, encouragement and support (by the bucketful) gives new enthusiasm for the incredible job that I feel privileged to try and do in Whitwick. After the official Opening and Awards Ceremony, I heard the inspiring Eddie 'The Eagle' Edwards talk about his Olympic journey and why it is important to never give up, aim high and you can fulfil your dreams (and prove people wrong). The enlightening Cemetery Development talk was leading with an announcement of new responsibilities (so thankfully not a worry for this council as we don't have responsibility for a cemetery); John Austin from the Association of Democratic Services Officers gave helpful information on dealing with member misconduct, exploring the realities of the current problems and how the Ledbury case will impact on monitoring officers and clerks. Then an interesting speaker demonstrated ways of using verbal and non-verbal communication to get the best from people. Quite enlightening! Day 2 began promptly at 9 am with an enthusiastic councillor explored 10 myths about parish councils – unfortunately it was hard to take it all in but the passion and commitment was inspiring leaving us with the question “why can't we change and do it now?” A Panel presentation then followed focussing on the Ledbury Case with excellent appraisal by Stuart Ramsay, the Senior Policy Advisor to the Committee on Standards in Public Life. He highlighted the 'Rolls Royce' process of Standards which was unhealthy as it has produced a low level outcome, which was a disappointment and a let down for the people in our sector that deserved better. Everyone agreed that a mutual bond of trust between officers and councillors led to an effective council. The knowledge that measures could still be used (like PPE) when there were conduct issues was a positive factor, unlike the Ledbury case that had criticised a council for applying sanctions to a councillor. Councils still had a duty to restrict activities to prevent bad relationships and protect the people involved. Some councils had an induction agreement for newly elected (or co-opted) members and that was one way of ensuring that training was a higher priority. I attended the AGM, and used a proxy vote for a fellow Clerk who could not attend – this was a new facility afforded by the Society, who had deliberately not chosen to have postal ballots. After lunch there was a 'Chat Show' – a new idea with three clerks sharing their different experiences of important events for their council. Exciting, scary and worrying would sum up the three areas that were explored. Then the final speaker had a motivational theme – telling us to take action, not notes! Sounds good but legislation does need us to take notes as well as action – otherwise councils wouldn't be able to have minutes of their decisions! I am grateful for the opportunities that I had and came back to Whitwick with more understanding of some of the issues and a greater chance of finding new solutions. Thank you.

5) STAFFING

No staff matters to report this month.

6) MATTERS PENDING

The list of outstanding action points was appended to the agenda.

Members questions are invited and instructions requested.


Cathy Tibbles
Parish Manager

NATIONAL CONFERENCE 2018

#SLCCNational

AWARDS
 The winners of the 2018 Awards for Excellence in Local Councils will be announced at the National Conference 2018.

MEMBERSHIP
 BENEFITS OF BEING A MEMBER OF SLCC

MEET THE EXPERTS
 LEARN FROM THE BEST IN THE BUSINESS

WORKSHOP
 ENVIRONMENTAL SUSTAINABILITY: HOW TO GET IT RIGHT

EMPOWER
 LESLEY SHANKS
 PROFESSIONAL DEVELOPMENT SCHEME

ENGAGE!
 MICHAEL EDWARDS
 EDDIE MURPHY

NEW REGULATIONS
 RISK ASSESSMENT

PROTECTING OUR GROUND WATER
 LEAD AND NITRATE ZONES

GENERATING REVENUE
 LEAD AND NITRATE ZONES

NEVER GIVE UP!
 THE FUTURE IS COMPLEX AND UNPREDICTABLE

CLERKS CHAT SHOW
 RUTH MILNER, STEPH BENSER, ANNE CHUD, JESSIE BRUCE

STOCKS
 INVESTING IN THE FUTURE

LEDBURY and Implications for the Sector
 STANDARDS IN PUBLIC LIFE

MYTHS ABOUT PARISH COUNCILS
 MEL USHER

IT'S ABOUT CREATING SUSTAINABLE COMMUNITIES
 INVOLVE PEOPLE

GOING TO STOP?
 RUN THEMSELVES!!

ChappleCartoons

NATIONAL CONFERENCE 2018 #SLCCNational

EMPOWER
 BEING CREATIVE
 POLISHING YOUR SKILLS
 ACTION!
 EXCEED
 YOUR CUSTOMER EXPECTATIONS
 3D Thinking
 CHALLENGE
 GET FEEDBACK
 LOOKOUT FOR THE MONUMENTAL BEAR

ENGAGE
 AWARENESS
 EMPLOYMENT OPPORTUNITIES
 AND THANKS TO OUR PATRONS: M.C. Robot Builders

ANDY HANSELMAN
 DYNAMICALLY DEMOCRATIC

WORKING TOGETHER
 LEARNING FROM EACH OTHER
 SUPPORTING EACH OTHER
 EXHIBITION STALLS
 LIFE AFTER LEDBURY
 LEADERSHIP

CLERKS CHAT SHOW
 RUTH MILNER, STEPH BENSER, ANNE CHUD, JESSIE BRUCE

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	A	B	C	D
1	ACTION LIST/MATTERS PENDING		Updated: 8 November 2018	Notes
2		North St 'historically maintained' land	Pursue Possessory Title - Nick Hancox instructed, await NWLDC reply, chase email sent 23/06	Statement supplied by Jason Knight (NWLDC) 05/18. Reply from Nick Hancox for council. Signage produced (in-house) for display on site.
3		Prop Cttee's recs and actions following site visit and agreed by PC (Min	WPC.010 Green Lane/Herm Rd offer licences to residents who have access onto land; review litter/dog bin provision	
4	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
5	300 (e)	Park Hall	Purchase SIM card for Caretakers to use mobile phone when on duty.	Apr-17
6	300 (e)		Review provision (or upgrade) mobile phone for P. Manager	Summer 17
7	397(c) & 434 (iv)	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.	NWLDC Legal Dept (delayed from Spring 2017) Possibly in conjunction with Hugglescote? Raised by NWLDC July 2018. Quote rec'd 07/11/18
8	439a 040917	Bench Installation	Apply for licences for necessary locations if Highway land	Consult with residents in chosen locations. Letters drafted and maps being produced.
9	434(i)	Whitwick Park	Explore fence repair as a project with Stephenson College	College to visit park. Date requested again. No reply to May 2018 request for update. Emailed again July 2018. Request confirmed Sept 2018.
10	434 (v)	Whitwick Park	Internal gates to be locked early if assets need protecting - temporary signage explaining why measures necessary	Implement March 18 or earlier
11	434 (viii)	Whitwick Park	Establish process to deal with trespassers in park (check NALC Legal Topic Note and confirm with police)	Police view supportive if park is locked. Trespass is an offence
12	434 (ix)	Whitwick Park	New signs on lamp posts and produce flyers for vehicles left in car park.	Assess who is using car park and for what reasons
13	436g(iii) 040917	Land and Property	Investigate planning obligation for open space at Elms, following resident views on facilities	Cathy to review when possible.
14	456b 210917	Whitwick Park	Police advise staff take photo of any vehicles left overnight when gates are being locked in accordance with advertised times	Cathy to request to NWLDC
15	457b 210917	Website	Explore potential to update website with mobile/tablet friendly structure and easier social media postings	Cathy to contact provider
16	459b 210917	Civic	Explore cost of enamelled badge for the position of vice-Chairman	Cathy to investigate at SLCC Conference
17	500j 091117	Land and Property	Arrange valuation on land requested by resident for possible purchase to extend his garden.	update resident with preliminary response of PC. Contact made with Valuation Office to get quote - July 2018. Maps sent Sept. Reply awaited
18	510 161117	Community Events	Request that NWLDC don't book event at HLC on Remembrance Sunday as it created problems for parking and assembly of the Parade during the afternoon	District Councillors - Cathy requested update May 2018.
19	521 201217	Staffing	Increased budget provision (2018/19 only). Review usage summer/winter 2018 for	Sept/Dec council meetings
20	531b 211217	Community Events	Investigate Christmas Tree being sited by Whitwick Wheel	Enquiry sent to NWLDC - July agenda
21	543a 110118	Whitwick Park	Caretaker to service sewage pump in Jan 2019. Company to service in Jan 2020	
22	544f 110118	Whitwick Park	Parish Manager to purchase manual wheeled spreader for grit	Details rec'd from NWLDC
23	561a 180118	Community	Statistics requested of hits on website.	Website info available via login.
24	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+D73
25	593-080318	Whitwick Park	Parish Mgr to be delegated to install short pieces of extra fencing to plug gaps in hedging.	NWLDC Meeting held. Referred back to PMGP
26	594f 080318	Buildings	Assessment to be undertaken on whether parish council need to have legionella testing done	
27	594f 080318	Buildings	Undertake Risk Assessment on visitors to council buildings being accompanied by dogs/children.	
28	594h 080318	Community Office	COSHE sheets needed for cleaning products (copied from Park Hall records) and photocopier toner	Caretaker requested to copy for P Hall
29	616 150318	Policies	Members to suggest extending policy to formalise use of Social Media by council, members and staff.	Draft for autumn 2018
30	618 150318	Finance	Standing Orders approved for two regular monthly payments	Parish Manager to arrange with Unity Trust, Council to countersign
31	630 190418	Public Questions	Chairman/Cllr to meet two members of public to discuss questions raised.	Enquiries not forthcoming from residents
32	634a 190418	Gritting	Seek permission from LCC to purchase own grit bins to save money	Enquiry needed
33	634b 190418	Gritting	Accept offer from resident to approach MP to support grit bin requests/Parish Mgr to write to MP also and seek assistance.	Reply sent to resident and information-LCC conditions provided
34	657d 110518	Park Hall	Green Grant received and project costings to be checked then implemented	Supplier failed to respond. Orders being placed. Furniture purchased.
35	657e 110518	Park Hall	Approach Stephenson College to help with Design Access Project for fire exit	No reply from college in May. Request repeated July. Meeting to be arranged October 2018
36	657f 110518	Park Hall	Amend hire form/book process to charge £5 for late bookings (less than 28 days notice)	
37	657j 110518	Community Office	Door adjustment needed + Budget plan decorating and carpet cleaning by 2019	
38	657 170518	Hermitage Update	Put details on parish website, to update residents	
39	658 170518	Policies - Media/St.Orders	Schedule for June and July review by council, seeking draft information as appropriate.	Overdue
40	669 170518	Whitwick Park	Circulate quotes to members for new water tank (Bowling Green) & Parish Manager to take delegated decision; inform Club that 25% contribution was requested (with time to pay/fundraise); the Club confirm commitment to seek grant funding for prior agreed aims; the Club to increase membership with support from Parish Council for publicity and promotion. The Council accept the invitation to play a friendly match with the Club (date to be agreed).	part completed. Part outstanding

	A	B	C	D
41	693a 210618	Community	Invite Businesses to take part in the scheme (draft arrangements needed)	August/September 2018
42	697 210618	Communications	Media and Communications Policy to be drafted for council consideration.	September/October meeting
43	698-210618	Land	Covenant document to be signed by Chairmen of Council and Committee when completed by NWLDC legal department.	Covenant Transfer rec'd. Signed, sealed and ret to NWLDC.
44	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget needed for 19/20
45	680n 120718	Land	Seek to appoint a specialist contractor to undertake tree inspections and work from April 2019.	Budget needed for 19/20
46	694e-190718	Working Party	Byelaws Working Party set up to consider implications of byelaws for the parish council.	Awaiting information from NWLDC
47	695e-190718	Community	Poppies on Lampposts to be ordered and to slightly expand scheme, if public donations is supportive.	EMR b/f from last year. Subsidy from NWLDC scheme. Count poppies before RBL invite orders. Review finance & costs. No response from RBL. Order not made.
48	698a 190718	Planning	Clr Gillard/Clr Everitt to discuss concerns with NWLDC regarding access usage and Clr Gillard to seek assistance with VCI application	
49	709 130918	Whitwick Park	Parish Manager to get secure fencing to replace burnt holly hedge.	Quote received NWLDC Sept.
50	709 130918	Whitwick Park	Parish Manager to assess if future planting if natural recovery doesn't happen	Assess in Feb 2019
51	710h 130918	Pavilion	Railings on ramp need re-fixing	NWLDC to dig out, extend railings and sink in
52	710i 130918	Railway Station	Refer wooden post to Ellis Whittam on H&S visit	Mtg arranged 3/12/18
53	711e 130918	Whitwick Park	Confirm to NWLDC authority for revised tank design and handover when fully working and NWLDC absorbing extra cost of changes	Tank installed, tested and drained down 11/10/18. Council not notified and not observed working. Mtg arranged for demonstration at 9.30 on 8/11/18
54	711d 130918	Whitwick Park	Await revised map then accept NWLDC quote for fencing as agreed.	Revised map still incorrect. Correction outlined. Sent back and agreed
55	711d 130918	Whitwick Park	Parish Manager to arrange small section of fencing behind hedge.	Quote received
56	711d 130918	Whitwick Park	Await revision to new path for revised tennis court entry and accept quote	Quote accepted
57	711f 130918	Whitwick Park	Permit charity textile recycling bank in suitable location, with removal in 6 weeks if problems occur.	Bank delivered 4/10/18. To be publicised in newsletter
58	711f 130918	Whitwick Park	Investigate potential promotional or training opportunity for Air Ambulance charity at future event	To be followed up.
59	711i 130918	Land	Notify resident that in principle request to purchase small piece of land is approved but larger areas of land declined. Arrange valuation.	Letter sent. Resident unsure whether to proceed
60	711s 130918	Land	Site meeting at WPC.025 Parsonwood Hill to review site entrances to reduce ASB	Arranged for 18/10/18. re-arranged 1/11/18.
61	711s 130918	Land	Arrange repair to chainlink fencing reported by resident.	
62	718 200918	Community	Visioning Exercise results to be analysed - Clr Barker Clr Woodward	
63	719 200918	Policy	Amend Code of Conduct for new Conflict of Interest. Circulate to Clrs and Monitoring Officer and display on website	
64	720-200918	Consultation	Send recommendation to NWLDC for Licensing Committee consideration	
65	738-200918	Land	Create training and arrange Tender Working Party session; arrange evaluation process for Tender WP and set meeting date; arrange council meeting for WP recommendations to be considered	
66	721 200918	Consultation	Consider Unitary Status at December council meeting	
67	722a 200918	Grant Funding	Notify applicant that constitution and bank account need to be in place and then application can be considered.	
68	722b 200918	Grant Funding	Award made of £250 to Whitwick Church Group. Cheque to be sent/payment processed.	Chq done 21/9/18
69	723-200918	Highways	Report overhanging branches on Leicester Road to LCC and ask for removal	
70	724-200918	Policy	Find Hinckley and Bosworth policy on Sharps Disposal and circulate to members for October meeting	
71	725 200918	Media	Set up FB page, divert postings from 'group' and then ask Clr Spence to close old FB page	
72	726-200918	Development	Clarify S106 notification for new allocation for spending on park/playgrounds	
73	727 200918	Policy	Clr Colledge to review Councillor Stress workbook (LGA) and report back with draft Stress Policy at future meeting	
74	728b 200918	Byelaws	Accept invitation from NWLDC to meet and explain legal position	Meeting 29/10/18
75	729a 200918	Grit Bins	Keep lists open for suggestions, review after the winter and consult again	
76	732a-200918	Planning	Planning Recommendations to be submitted to NWLDC	Parish Manager
77	735-200918	Community	Heritage Display confirmed for 24-26 October at Park Hall	
78	736d-200918	Finance	Payment of bills by cheque	Admin Assistant
79	744-041018	Land	Notify tenderees outcome of contract award, THEN respect compulsory 10 day standstill period.	
80	751d&e 181018	Consultation	Enquire about process for Private Hire and Hackney Carriage licence consultations.	
81	754 181018	Media & Publicity	Adoption of wording for new FB Logo, designed by Clr Colledge.	Use on FB page
82	756 181018	Waste Disposal	Request that NWLDC provide facilities for an alternative means of collection	
83	758a&b-181018	Grant Funding	£250 awards made to 2 applicants. Cheques to be arranged asap	
84	659a 181018	Policy	Review Data Protection Policy in after May 2019	
85	659b-181018	Policy	Extend Partnership Working procedures to regulate use of budget	
86	761a-181018	Working Party	Finance WP meeting arranged for 8/11/18 at 6.30 pm at Community Office to review I&E before preparing 19/20 budget	
87	761b-181018	Working Party	Tender Working Party to support the Parish Manager throughout preparations until new contract commences on 1 April 2019, when responsibility transfers to PMGP Committee.	
88	761c-181018	Working Party	Byelaws Working Party meeting NWLDC on 29 October at 4.30 pm	
89	762e-181018	Community Events	Arrange £750 allocation from Comm Events budget for Armistice Tea Dance	
90	763e 181018	Elections 2019	Find suitable date for Drop In evening to meet potential candidates for election	
91	766a-181018	Planning	Planning Recommendations to be submitted to NWLDC	Parish Manager
92	770a-181018	Finance	Payment of bills by cheque	Admin Assistant
93	772-181018	Grounds maintenance	Tender notice to be prepared, announced and published on OJEU	
94	INHERITED ISSUES TO SCHEDULE FOR ACTION/REVIEW			
95	?		WPC.011 Holly Hayes play eqpt needs future renovation	Assess current situation
96			WPC.012 Hilary Cres play eqpt needs renovation, clean up corner; replace dog bin with litter bin; check wayleave; replace notice cover; check responsibility for hedge	Assess current situation

	A	B	C	D
97			WPC.017 Swannymote woodland - offer for sale to adj landowner	Assess current situation
98			WPC.025 Parsonwood Hill. Ask Severn Trent to provide lockable cover; offer licences to residents who have access onto site	Assess current situation
99	270a (ii)	Land Management	Site visit to check for encroachment at City of Dan site (council declined request to purchase land)	ASAP
100	270a (iii)	Land Management	Request to purchase land at 81 Tressall Road - site visit done Spring 2017	Reply awaited from resident.
	252(e)	Tree Management	Work with NWLDC to establish tree maintenance schedule on parish land to deal with tree issues and mitigate problems in future	Paul Ashmore to respond. Due in early 2018. Date for inspection awaited. Report needed by end October.
101				
102	Ongoing:			
103		Park Hall	Ongoing. Complete risk assessment, cleaning protocols, etc	Nearly complete
104		Overspill car parking at Ha	Option to park near old store/kitchen	Explore extended provision
105		Council Services	Council to keep VAT under review and consider option to tax BEFORE business supply exceeds £5000 threshold	Simple to register on-line but not able to ever de-register
106	Forward Plan:			
107	WPC.012	Tree Management	Licence not renewed 03/15 since boundary line to be reinstated. Further site visit needed when fence erected.	Assess current situation
108	442	Land Review	Assets WPC.004/011 & 012 - include in SHLAA? Referred to NWLDC for review, Jan 2016	
109	441	Bowling green/pavilion	Bowls Club to investigate funding possibilities to replace edging	Exploring disabled bowling chair
110	??	Land Review	Nominate Thornborough Rd allotments as community asset	
111	21/09/2017	Staff Training	Parish Manager training (ILGA?) CILCA	March 2018 - June 2018
	403(i)	District services (cemetery and car parks)	Identified as long term aspiration	
112				
113	243	Local Council Award Scheme	Review when time available	
114	203	Parish notice board	Consider provision of a second board	
115		Community Survey /Neighbourhood Plan	Included in Parish Manager's Job Description: consider future community initiatives (which will also drive financial forward plan)	
116	Review:	Wayleaves over PC land	Check the position when time available	Possibly 2018
	Jun-18	Grounds maintenance	Council to advertise tender process and award contract by September.	OJEU and Contract Finder registration needed/to be updated. Value needed on contract, no visits offered but self-visit ok. Timetable agreed. Work Completed. Contract awarded 4/10/18
117				
118	01/01/2019	Insurance	Long term undertaking with Zurich expires 1/7/19. Explore alternatives and get quotes (perhaps RSA, Came & Co).	
119	01/01/2019	Land and Property	Budget for Periodic check on Electric Wiring in Pavilion/building	Budget £450+works for 2020
120	01/03/2019	Land and Property	Community Office Electric - SSE contract to be reviewed by LSI (expires 31/5/19, notice by 1/5/19)	
121	01/03/2019	Land and Property	Park Hall Electric - SSE contract to be reviewed by LSI (expires 31/5/19, notice by 1/5/19)	
122	01/03/2019	Land and Property	Pavilion Electric - SSE contract to be reviewed by LSI (expires 31/5/19, notice by 1/5/19)	
123	01/04/2019	Staffing Pension	Increase to pension commitment for staff. 8% (including 5% staff contribution)	Employer Contrib has to be 3% or more
124	02/05/2019	Staff Training	Deadline for Parish Manager to acquire CILCA qualification to protect General Power of Competence for council	
125	15/10/2019	Allotments	Review %age contribution to Walkers Flats Allotments	
126	15/10/2019	Land and Property	Arrange Fire Risk Assessment on Pavilion (due November)	Done by NWLDC (LFCDA Fire Safety Mangt Ltd)
127	04/07/2020	Staff Training	Expiry of Parish Manager agreement to refund CILCA course fees upon resignation.	
128	01/06/2021	Grounds maintenance	Council to review GM contract and whether to extend or re-advertise tender for contract from 01/04/2022	
129	01/11/2021	Staffing	Review entitlement to extra holidays after 5 years service. Notify staff and make budget provision from April next year	Repeat following year.
130	01/03/2021	Land and Property	Review Agreement and draft any amendments to Allotment Management Committee	PMGP to draft for council to review in June, to agree by Sept 2021
131	01/03/2022	Land and Property	Review Agreement and draft any amendments to Allotment Management Committee	PMGP to draft for council to review in June, to agree by Sept 2022
132	01/03/2024	Land and Property	Review Lease agreement and draft any amendments to Whitwick Historical Group before expiry on 31/12/2024	PMGP to draft for council to review in summer, to agree by October 2024

Date: 09/11/2018

Whitwick Parish Council Current Year

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Time 12:36

Cashbook 1

User: CM

Current Ac Unity Trust 0992

For Month No: 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2018	Salary Payments	TAX 7	3,380.71			4000	200	2,714.46	Office Salaries
						4010	200	354.81	Park Hall Salaries
						4040	200	219.68	ER's NIC
						4050	200	91.76	ER's Pension
01/11/2018	Grant Application	110	250.00			4550	300	250.00	Whitwick Retired Peoples Fello
01/11/2018	Grant Application	111	250.00			4550	300	250.00	St John The Baptist Church
01/11/2018	North West Leics District Coun	112	45.00			4540	300	45.00	30 Poppies
						341	0	-45.00	30 Poppies
						6000	300	45.00	30 Poppies
01/11/2018	RBL Poppy Appeal	113	17.00			4510	300	17.00	Wreath
01/11/2018	Screwfix	114	118.06		19.68	4110	210	8.32	Pens & Clips
						4460	400	61.52	Hi Viz, CCTV Signs
						4110	210	7.74	Cable ties (poppies)
						4170	210	20.80	Ali Work Platform
01/11/2018	Merison Building & Maint	115	203.89		33.98	4480	350	169.91	Light & Door Repairs - Office
01/11/2018	North West Leics District Coun	116	-242.13			4220	350	-242.13	Business Rates Refund 2018/19
01/11/2018	North West Leics District Coun	117	432.00		72.00	4710	430	360.00	Remove Willow Tree - Park
01/11/2018	North West Leics District Coun	118	1,008.00		168.00	4710	430	840.00	Supply & Maint Window Box Plan
01/11/2018	North West Leics District Coun	119	75.48			4510	300	75.48	2000 Narcissi
01/11/2018	2commune Ltd	120	90.00		15.00	4150	210	75.00	Website Redirect
01/11/2018	ESPO	121	404.40		67.40	4480	400	337.00	x20 Chairs
01/11/2018	ESPO	121	-404.40		-67.40	4480	400	-337.00	x20 Chairs
01/11/2018	ESPO	122	120.53		20.07	4420	400	60.21	Hall Supplies
						4110	210	40.25	Office Supplies
01/11/2018	Community Voice	123	115.00			4530	300	115.00	October Full Page Insert
01/11/2018	Virgin Media	124	64.40		10.73	4250	350	53.67	Phone & Internet - October
01/11/2018	North West Leics District Coun	126	11.00			4220	400	11.00	Hall Rates - Nov
01/11/2018	North West Leics District Coun	127	48.00			4220	350	48.00	Office Rates - Nov
01/11/2018	Ace Copying Equipment	128	37.23		6.21	4120	210	31.02	October Copying
01/11/2018	Ace Copying Equipment	129	35.22		5.87	4120	210	29.35	September Copying
01/11/2018	Ebay	130	26.34		1.32	4420	400	6.64	Lights & electrical Components
						4420	400	18.38	Lights & electrical Components
09/11/2018	Woodstock In Whitwick	131	750.00			4540	300	750.00	Contribution for Tea Dance
15/11/2018	North West Leics District Coun	125	15.14			4410	400	15.14	Refuse Collection - Nov
Total Payments for Month			6,850.87	0.00	352.86			6,498.01	
Balance Carried Fwd			132,103.70						
Cashbook Totals			138,954.57	0.00	352.86			138,601.71	

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		128,375.73					128,375.73	
51	Banked: 01/11/2018	9,401.34						
51	HMRC VAT	9,401.34			105		9,401.34	04-06/18
52	Banked: 01/11/2018	40.00						
39	Whitwick U3A	40.00			1300	100	40.00	Hall Hire 29/3/19
53	Banked: 01/11/2018	35.00						
53	Hirer	35.00			1300	100	15.00	Hall Hire 5/11/18
					560		20.00	Hall Hire 5/11/18
54	Banked: 01/11/2018	90.00						
54	Blossom & Bloom	90.00			1300	100	90.00	Hall Hire 2-23rd Nov
55	Banked: 01/11/2018	410.00						
55	North West Leics District Coun	410.00			1300	100	410.00	Hall Hire Thurs Nov-May 19
56	Banked: 01/11/2018	30.00						
56	Blossom & Bloom	30.00			1300	100	30.00	Hall Hire
57	Banked: 01/11/2018	187.50						
57	Yoga Bellies	187.50			1300	100	187.50	Hall Hire Tues & Wed Oct
58	Banked: 01/11/2018	280.00						
58	Limelight Performing Arts	280.00			1300	100	280.00	Hall Hire Saturdays - Nov
59	Banked: 09/11/2018	85.00						
59	Christmas Trees	85.00			4630	460	85.00	Mark Davis Optician
60	Banked: 09/11/2018	20.00						
60	Hirer	20.00			1300	100	20.00	Hall Hire -Aug (Cash Paid)
Total Receipts for Month		10,578.84	0.00	0.00			10,578.84	
Cashbook Totals		138,954.57	0.00	0.00			138,954.57	

(2)

05/11/2018
14:05

Whitwick Parish Council Current Year
Journal Detail

Page 1
User: CT

Date 31/10/2018 **Month No:** 2 **Prior Periods** **Journal Ref:** 51

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
4210	Water Charges	210	Administration	Correction of mis-code		19.62	
4120	Printing	210	Administration	Correction of mis-code-copying	19.62		
Narrative: Correction of April copying charge mis-code					Journal Totals	19.62	19.62

05/11/2018
14:18

Whitwick Parish Council Current Year
Journal Detail

Page 1
User: CT

Date 31/10/2018 **Month No:** 7 **Current Period** **Journal Ref:** 52

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
1350	Other Income	100	Income	Re-code to Grants Received	500.00		
1090	Grants Received	100	Income	Re-code to Grants Received		500.00	
Narrative: Green Grant Rec'd NWLDC					Journal Totals	500.00	500.00

01/11/2018
16:03

Whitwick Parish Council Current Year
Journal Detail

Page 1
User: CT

Date 01/10/2018 **Month No:** 7 **Current Period** **Journal Ref:** 50

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
4000	Office Admin Salaries	200	Salaries	Holiday cover - Ad. Hours		97.05	
4055	Sickness Contingency/ Holiday	200	Salaries	Holiday cover - Ad. Hours	97.05		
Narrative: Holiday cover August					Journal Totals	97.05	97.05

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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
<u>100 Income</u>								
1076 Precept	193,704	290,556	290,556	(0)			100.0%	
1080 Council Tax Support Grant	15,535	11,651	11,651	0			100.0%	
1090 Grants Received	0	500	0	(500)			0.0%	
1100 Bank Interest	181	341	100	(241)			340.5%	
1200 Allotment Inc/ Thornborough Rd	1,109	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	441	92	410	318			22.4%	
1250 Bowling Green & Pavilion Hire	1,000	1,000	1,000	0			100.0%	
1300 Whitwick Park Hall Hire	9,460	6,715	3,500	(3,215)			191.9%	
1350 Other Income	1,733	3,477	200	(3,277)			1738.7%	
Income :- Income	<u>223,163</u>	<u>314,332</u>	<u>308,457</u>	<u>(5,875)</u>			<u>101.9%</u>	<u>0</u>
4465 Not in use (Old ref deposits)	283	0	0	0		0	0.0%	
Income :- Indirect Expenditure	<u>283</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>222,880</u>	<u>314,332</u>						
<u>200 Salaries</u>								
4000 Office Admin Salaries	29,097	19,449	37,270	17,821		17,821	52.2%	
4010 Park Hall Caretakers	2,743	2,031	3,610	1,579		1,579	56.3%	
4040 Employers NI	1,751	1,600	2,800	1,200		1,200	57.1%	
4050 Employers Pension	951	660	1,230	570		570	53.7%	
4055 Sickness Contingency/ Holiday	297	97	520	423		423	18.7%	
Salaries :- Indirect Expenditure	<u>34,838</u>	<u>23,837</u>	<u>45,430</u>	<u>21,593</u>	<u>0</u>	<u>21,593</u>	<u>52.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(34,838)</u>	<u>(23,837)</u>						
<u>210 Administration</u>								
4110 Stationery/Postage/Consumables	700	400	742	342		342	53.9%	
4120 Printing	254	259	300	41		41	86.3%	
4130 Bank Charges	117	32	130	99		99	24.2%	
4150 Parish Website	385	425	400	(25)		(25)	106.3%	
4160 Getmapping (Parish Online)	126	150	130	(20)		(20)	115.4%	
4170 Office Equipment	897	132	1,030	898		898	12.8%	
4180 Software Licences/Support	2,187	481	2,000	1,519		1,519	24.1%	
4310 Subscriptions and Memberships	1,136	1,156	1,095	(61)		(61)	105.6%	
4320 Insurance	2,942	2,997	3,090	93		93	97.0%	
4330 Audit	998	1,008	1,185	177		177	85.1%	
4335 GDPR	0	125	2,000	1,875		1,875	6.3%	
4340 Professional Fees	3,121	7,028	4,244	(2,784)		(2,784)	165.6%	
4350 Staff Training	699	825	1,250	425		425	66.0%	
4360 Councillors Training	179	40	250	210		210	16.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Staff Recruitment	0	0	200	200		200	0.0%	
4380 Election Contingency	0	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	<u>13,740</u>	<u>15,058</u>	<u>20,546</u>	<u>5,488</u>	<u>0</u>	<u>5,488</u>	<u>73.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,740)</u>	<u>(15,058)</u>						
<u>300 Community Initiatives</u>								
4510 Projects	210	407	1,000	593		593	40.7%	
4520 Salt Bins	0	0	1,050	1,050		1,050	0.0%	
4530 Newsletter and Media	1,330	775	1,200	425		425	64.6%	
4540 Community Events	1,052	795	2,000	1,205		1,205	39.8%	45
4550 Community Grant Scheme	1,460	1,250	1,500	250		250	83.3%	
Community Initiatives :- Indirect Expenditure	<u>4,052</u>	<u>3,227</u>	<u>6,750</u>	<u>3,523</u>	<u>0</u>	<u>3,523</u>	<u>47.8%</u>	<u>45</u>
6000 plus Transfer from EMR	0	45						
Movement to/(from) Gen Reserve	<u>(4,052)</u>	<u>(3,182)</u>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	556	225	515	290		290	43.7%	
4210 Water Charges	174	80	258	178		178	30.9%	
4220 Business Rates	435	144	480	336		336	30.0%	
4250 Internet/Phone	793	391	750	359		359	52.1%	
4260 Fire Extinguisher Servicing	22	0	28	28		28	0.0%	
4270 Security Servicing	0	0	52	52		52	0.0%	
4280 PAT Testing	35	0	26	26		26	0.0%	
4480 Running Costs Contingency	0	205	500	295		295	41.0%	
Community Office Running Costs :- Indirect Expenditure	<u>2,015</u>	<u>1,045</u>	<u>2,609</u>	<u>1,564</u>	<u>0</u>	<u>1,564</u>	<u>40.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,015)</u>	<u>(1,045)</u>						
<u>400 Park Hall Running Costs</u>								
4200 Electricity	699	289	1,288	999		999	22.4%	
4210 Water Charges	234	0	275	275		275	0.0%	
4220 Business Rates	103	88	115	27		27	76.3%	
4260 Fire Extinguisher Servicing	57	0	103	103		103	0.0%	
4270 Security Servicing	120	0	0	0		0	0.0%	
4280 PAT Testing	35	0	31	31		31	0.0%	
4310 Subscriptions and Memberships	170	212	105	(107)		(107)	202.2%	
4410 Waste Collection	140	107	258	151		151	41.4%	
4420 Consumables	239	210	258	48		48	81.3%	
4430 Electrical Certificate	0	0	52	52		52	0.0%	
4440 Sewer Pump Servicing	192	0	185	185		185	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4450 Boiler Servicing	0	0	103	103		103	0.0%	
4460 Repairs and Maintenance	500	406	1,000	594		594	40.6%	
4480 Running Costs Contingency	736	(197)	1,545	1,742		1,742	(12.8%)	
Park Hall Running Costs :- Indirect Expenditure	<u>3,225</u>	<u>1,114</u>	<u>5,318</u>	<u>4,204</u>	<u>0</u>	<u>4,204</u>	<u>21.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,225)</u>	<u>(1,114)</u>						
<u>405 Pavilion and Other Building</u>								
4200 Electricity	1,153	579	1,288	709		709	45.0%	
4210 Water Charges	704	0	750	750		750	0.0%	
4460 Repairs and Maintenance	640	26	0	(26)		(26)	0.0%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
Pavilion and Other Building :- Indirect Expenditure	<u>2,497</u>	<u>606</u>	<u>2,788</u>	<u>2,183</u>	<u>0</u>	<u>2,183</u>	<u>21.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,497)</u>	<u>(606)</u>						
<u>410 Railway Station Building</u>								
4450 Boiler Servicing	0	70	0	(70)		(70)	0.0%	
4460 Repairs and Maintenance	0	658	1,030	372		372	63.8%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
4490 Building Condition Survey	0	0	206	206		206	0.0%	
Railway Station Building :- Indirect Expenditure	<u>0</u>	<u>728</u>	<u>1,986</u>	<u>1,258</u>	<u>0</u>	<u>1,258</u>	<u>36.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(728)</u>						
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	515	515		515	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	
4570 Grants Paid Th Road	950	950	950	0		0	100.0%	
4575 Grants Paid W Flats	220	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>1,770</u>	<u>1,250</u>	<u>2,315</u>	<u>1,065</u>	<u>0</u>	<u>1,065</u>	<u>54.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,770)</u>	<u>(1,250)</u>						
<u>430 Grounds Maintenance</u>								
4710 Grounds Maintenance	133,772	67,811	135,840	68,029		68,029	49.9%	
Grounds Maintenance :- Indirect Expenditure	<u>133,772</u>	<u>67,811</u>	<u>135,840</u>	<u>68,029</u>	<u>0</u>	<u>68,029</u>	<u>49.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(133,772)</u>	<u>(67,811)</u>						
<u>440 Other Running Costs</u>								
4310 Subscriptions and Memberships	50	50	50	0		0	100.0%	
Other Running Costs :- Indirect Expenditure	<u>50</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(50)</u>	<u>(50)</u>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
450 Repairs and Renewals Fund Land								
4460 Repairs and Maintenance	2,100	3,075	12,500	9,425		9,425	24.6%	
Repairs and Renewals Fund Land :- Indirect Expenditure	<u>2,100</u>	<u>3,075</u>	<u>12,500</u>	<u>9,425</u>	<u>0</u>	<u>9,425</u>	<u>24.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,100)</u>	<u>(3,075)</u>						
460 Projects/ Initiatives								
4610 Goal Posts/All Weather Matting	2,016	0	0	0		0	0.0%	
4620 Park Entrance Lighting	3,348	0	0	0		0	0.0%	
4630 New Projects/Initiatives	0	288	5,000	4,712		4,712	5.8%	373
4640 Fencing Robinson Rd	0	4,200	0	(4,200)		(4,200)	0.0%	
4650 Grant Supported Projects	0	121	0	(121)		(121)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	<u>5,364</u>	<u>4,609</u>	<u>5,000</u>	<u>391</u>	<u>0</u>	<u>391</u>	<u>92.2%</u>	<u>373</u>
6000 plus Transfer from EMR	2,229	373						
Movement to/(from) Gen Reserve	<u>(3,135)</u>	<u>(4,236)</u>						
Grand Totals:- Income	223,163	314,332	308,457	(5,875)			101.9%	
Expenditure	203,707	122,409	241,132	118,723	0	118,723	50.8%	
Net Income over Expenditure	<u>19,456</u>	<u>191,923</u>	<u>67,325</u>	<u>(124,598)</u>				
plus Transfer from EMR	2,229	418						
Movement to/(from) Gen Reserve	<u>21,685</u>	<u>192,341</u>						