

Website: www.whitwickpc.org.uk

To: The Chairman and Members of Whitwick Parish Council

14 October 2018

Dear Councillor

I hereby summon you to attend a **Meeting** of the **Whitwick Parish Council** to be held at **7.00pm** on **Thursday, 18 October 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.

Cathy Tibbles
Parish Manager

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

AGENDA

745. Apologies for Absence

746. 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).

747. PUBLIC QUESTION AND ANSWER SESSION

The council may have feedback on previous questions.

748. MINUTES

To approve the minutes of the previous meetings held on 20 September and 4 October 2018 (information to follow).

749. 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)

750. 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.)

751. CONSULTATIONS

- a) NWLDC have prepared four draft lists of local heritage assets for public consultation – all include references to Whitwick. The lists contain more than 70 buildings they believe make a special contribution make to the district's architectural and historic interest. Deadline for comments 26 October. Information available at www.nwleics.gov.uk/local-heritage
- b) Members to note the County Council cabinet report on proposals for Unitary Status has been published. The topic is currently scheduled for discussion at the parish council meeting on 13 December.
- c) North West Leicestershire District Council have invited any parish views on Unitary Status, as a key partner, on the proposals being made be sent to them. The District Council also hosted a meeting for parish clerks on 3 October to explain the current position. A further joint statement by the borough and district councils was issued on 8 October.
- d) Private Hire Driver - Ref. No: 18/01043/PHD, received on Fri 05 Oct 2018. Status: Pending Decision | Case Type: Licensing Application
- e) Hackney carriage - Ref. No: 18/01072/HCV, received on Thu 11 Oct 2018 | Status: Pending Decision | Case Type: Licensing Application
- f) Licensing – Premises Application granted on 20/09/2018 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

Members to consider or note the information.

752. CHARITY COMMISSION – KING GEORGES FIELD

Following the invitation to submit the annual return (electronically) for Whitwick Park (King Georges Field) charity, the submission has been undertaken and confirmation of receipt arrived on 25 September 2018.

753. NOTICE OF CONCLUSION OF AUDIT 2017/2018

Members to note the External Audit has been satisfactorily completed on 22 September 2018 by PKF Littlejohn LLP and the Certificate and Closure notice are duly displayed on the website and in the Community Office (information enclosed).

754. FACEBOOK SETTINGS

A new Facebook page was created during a free workshop meeting and Cllr Colledge has assisted by creating 4 square logos for members to consider using (see attached options). Further action will be required before it is brought into use as a replacement for the Group page currently operating.

Members' instructions are required.

755. TREE PROBLEM

a) Chairman/ Cllr Gillard to update members on the help given to residents seeking assistance with large trees affecting their properties.

b) As requested at the last meeting, the Parish Manager reported overhanging branches on the pavement at Leicester Road, near to the City of Dan car park, to the County Council. The trees are owned by the County Council. Unfortunately, a letter has since been received instructing the parish council it has 21 days to take remedial work as the owner of the trees – which is incorrect. It will be notified again to the Highways Department that this is Highways land and previously acknowledged as such when their Tree Officer attended a site meeting earlier in the year.

Members to note/consider the information.

756. SHARPS DISPOSAL

Following discussion at the last meeting at the request of Cllr Colledge and in addition to information previously supplied by Cllr T Gillard, members to review the Sharps policy operated by Hinckley and Bosworth Council (see enclosed information). Consideration to be given on the current system operated by the District Council for disposal of 'sharps' and whether alternative facilities should be requested.

Members' instructions are required.

757. SECTION 106 FUNDING AGREEMENT

Following recent notification, members to be updated on potential opportunities (if clarification is received) of how to use the £15,120.21 retained by the District Council since 2011 for the upgrade of existing play areas in Whitwick.

Members' instructions are required.

758. GRANT APPLICATIONS

Applications received for:

- a) Whitwick Retired Persons Fellowship requesting £250 towards cost of providing venue and refreshments for weekly meetings, transport subsidy, social activities and insurance to enable the organisation to continue to meet (information enclosed for members only).
- b) Whitwick Christmas Carols requesting £250 towards 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 (information enclosed for members only).

Members to consider applications.

759. POLICY REVIEW

Members to consider:

- a) Data Protection Policy review - Since the introduction of GDPR, the documents introduced at that time have worked in a manageable way. There are no recommendations at this stage for council to consider and there has been little further information forthcoming on revision of actions or protocols. Minor matters remain outstanding but the council may wish to consider these after May 2019;

- b) Procedure for Partnership Working - Further to the agreement in March 2018, members are asked to consider extending the guidelines with three additional options to regulate the usage of the allocated budget (see attached).
- c) Standing Orders - Members are asked to defer the review of this item to 2019, due to additional work required with the recent Contract Award.

Members' instructions are required.

760. PARISHIONERS' CASEWORK

Members to review how staff deal with enquiries from residents and consider if (due to increasing number of requests and topics being raised) whether further guidance or clarification would be helpful. Members may wish to consider their personal role on a parish or ward basis or potentially explore whether the option of holding monthly surgeries on a rota basis at the Community Office would be beneficial.

Members' instructions are required.

761. WORKING PARTIES

Members to consider:

- a) Setting a date for **Finance Working Party** to hold preparatory discussions on the 2019/20 budget, reporting back at the November council meeting;
- b) Extending the role of the **Tender Working Party** to continue to support the Parish Manager in future meetings and considerations until the new contract period commences. The management responsibility for the grounds maintenance contract would be taken over by the Property Management and General Purposes Committee on 1 April 2019;
- c) To note a meeting has been arranged for the last week in October following the invitation from the District Council to meet a representative of the **Byelaws Working Party** and the Parish Manager to explain their decision not to rescind the District byelaws. Report to be given at the November council meeting.

Members instructions are required.

762. COMMUNITY EVENTS/PROJECTS

- a) **Macmillan Coffee Morning** – members to note this event held at the Community Office on 28 September raised £49, with grateful thanks to all contributors and those attending. It has been suggested that we hold an event next year at Park Hall before the Council meeting on Thursday 19 September.
- b) **Whitwick Schools Exhibition** - Invitation from Whitwick Historical Group to all councillors to attend this 35th anniversary (and inter-active) event at Methodist Church Hall on Saturday 20 October from 10.30 am.
- c) **Poppies on Lampposts** – provisional display date of Thursday 25 October, in conjunction with students from Stephenson College with removal on Monday 12 November. Volunteers welcome to help with the installation or to make donations towards the cost.
- d) **Christmas Lighting scheme** – following the article in our August newsletter, individual invitations have been extended to local businesses to take part in the scheme with replies and payment needed by 23 October so that the order can be placed. Late applications may not be met due to high demand at the suppliers.
- e) **Armistice Tea Dance** – following earlier agreement to work in partnership, an application to the Community Events budget has been received for £750 (see attached).

Members instructions are required.

763. PARISH COUNCIL ELECTIONS 2019

- a) The current term of office expires in May 2019 and elections will be held for 11 seats.
- b) The District Council operate the elections, with planned costs being met by the earmarked reserves already set aside. The District Council will issue nomination forms on 20 March 2019 and the deadline for their return to them is 4 pm on 3 April 2019. There is advice and support available from the District Council but individual candidates have the responsibility for completion of the forms.
- c) As the parish is warded, advice has 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) are being arranged and the nearest one is on Saturday 17 November at Charnwood Borough Council on Southfield Rod, in Loughborough between 10 am – 12 pm.
- e) Previously the parish council arranged a Parish Election Drop-In Evening for an informal chat and light refreshments. Councillors were invited to attend and share their experiences and knowledge with potential new candidates. Members to review the 2015 event and consider if this opportunity should be repeated, setting a date if agreed.

Members' instructions are required.

764. DISTRICT COUNCILLORS' REPORTS

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

765. COUNTY COUNCILLOR'S REPORT

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

766. PLANNING MATTERS

a) Applications

The Council has 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

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

REF 18/01708/FUL - 36 King Richards Hill, - Proposed single storey front extension

REF 18/01715/FUL - 10 Rock View Close- Proposed first floor front extension

REF 18/01747/TPO - Beech House, Loughborough Road - Works to 3 no. Horse chestnut trees (Protected by TPO)

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

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)

Members' instructions are requested.

b) Decisions

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

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)

767. PROPERTY AND LAND MATTERS

To receive the minutes of the Property Management and General Purposes Committee meetings held on 13 September 2018 and note the delegated decisions taken (deferred from last meeting - see enclosed).

Members to note the information.

768. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

Reports to be given.

769. 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 (report to follow and action list attached). The potential GP practice move has not been requested as an agenda item.

Members' instructions are requested.

770. 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 latest income and expenditure account for 2018/19 (information attached);

- d) To note the latest bank balances at 30/09/18 as Unity current a/c £178,654.83; Unity Deposit a/c £22,030.94; CCLA Public Sector Deposit Fund £145,000.00;

Members' instructions are requested.

771. 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.

772. GROUNDS MAINTENANCE TENDER AWARD

Possibly under confidential terms, members to receive an update on the conclusion of the compulsory standstill period following the award of the contract on 4 October 2018. Meetings will need to be arranged and a provisional schedule established of venues, participants and target dates for action.

Members' instructions are requested.

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

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 20 SEPTEMBER 2018 at 7 pm at Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor R Woodward (Chairman)

Cllrs A Barker, S Colledge, D Howe D Everitt, P Moulton [Items 721-end], T Pulford and J Straw.

In Attendance:

Mrs C Tibbles, Parish Manager

21 Members of the public [some left after Items 714]

712. APOLOGIES

Received from Cllrs R Adams and T Gillard. Cllr Moulton would be late arriving due to traffic delays. [Parish Manager's note: Cllr Spence had sent apologies but this was not reported at the meeting.]

713. DECLARATIONS OF INTEREST

Cllr Everitt declared a disclosable non-pecuniary interest in planning items as a District Councillor and would not comment.

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

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

Later in the meeting:

Cllr Everitt declared a conflict of interest in Item 738 as a District Councillor and would withdraw from the Contract Award process.

Cllr Everitt declared a non-pecuniary interest as a District Councillor in Item 720 (a) in case he was called to attend the licensing committee meeting.

Cllr Colledge declared a conflict of interest in Item 720 (a) due to her business premises being in close proximity to the Club.

Cllr P Moulton declared a disclosable non-pecuniary interest in Item 722(a) as the Link Councillor to Thornborough Road Allotment Society.

714. PUBLIC QUESTION AND ANSWER SESSION

Members of the public complained about the longstanding noise nuisance from a nearby licensed premises and the Chairman undertook for the council to firstly check on what hours/activities were permitted by the Premises Licence. Complaints were made about the recently displayed sign at Parsonwood Hill Recreation Ground and the Chairman explained that an error had occurred, with apologies already being made by the Parish Manager. A replacement sign had been produced showing the correct 'no dog fouling' pictures in place of the erroneous 'no dogs'. A member of the public stated the land was only managed by the parish council but not owned and the Chairman clarified that the parish council did own the land and held the registered title, which other councillors confirmed they had seen when reviewing all title deeds earlier

in the year. A member of the public commended the 'crocodile' of children walking to Holy Cross Primary School to reduce traffic congestion. Complaints were made about speeding traffic on The Dumps. The Chairman said speeding problems in Whitwick was already being raised as a highways matter for the County Council by Cllr T Gillard, following the recent Community Speedwatch. A question was asked for financial support for a local organisation but it was explained that a grant application form would need to be completed and submitted, with Cllr Colledge undertaking to email the form. A member of the public commended the parish councillors for volunteering their time and urged members of the public to attend regularly every month to hear the business conducted at each meeting. (The session was extended past the normal 15 minutes due to the number of questions raised.)

715. MINUTES

Resolved that the minutes of the meeting held on 19 July 2018 be approved as a correct record.

716. COMMUNITY POLICING

PCSO Booth had sent his apologies and submitted latest crime information which was read by the Parish Manager on his behalf. The Community Office was hosting another Beat Surgery on Thursday 27 September between 10 am and 12 noon.

717. FUTURE OF HERMITAGE LEISURE CENTRE

No new information was anticipated until 2019.

718. VISIONING EXERCISE

Resolved: to close the visioning exercise on 30 September, with contributions being invited at the Macmillan Coffee Morning. Cllr Barker and the Chairman volunteered to visit the office and analyse the responses given and update the outcomes of the previous consultation to help the parish council formulate plans for the future.

719. CODE OF CONDUCT AND DECLARATIONS OF INTERESTS

The NALC legal advice was noted and it was resolved to extend the code of conduct with a third option, therefore requiring councillors to declare if they had a conflict of interest. Cllr Everitt declared he would withdraw from the Contract Award process due to a conflict of interest as a District Councillor.

720. CONSULTATIONS BY NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Cllr Colledge declared a conflict of interest due to her business premises being in close proximity to the Club. Cllr Everitt declared a non-pecuniary interest as a District Councillor who may be called to attend the licensing committee meeting. Neither councillors would take part in the parish council discussion or vote.

- a) Members debated the Premises Licence application by 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 0100 hours. An amendment to object to part of the licensing hours was not passed and it was **resolved that the original motion of no objections be**

submitted to the licensing committee and to leave the matter for their consideration in accordance with the licensing objectives.

738. GROUNDS MAINTENANCE SPECIFICATION

This item was brought forward and the process discussed openly in public as it was procedural and theoretical. **Resolved that following further detailed professional advice, the 5 members of the Tender Working Party should be responsible for undertaking the scoring process of tenders as they had more detailed and thorough knowledge of the contract requirements, unless a conflict of interest arose for anyone; the Working Party would make a recommendation to full council based on the points awarded; for the tenders to initially remain under the confidential control of the Parish Manager; for a training session to be devised by the Parish Manager for the Working Party members; for a Working Party meeting to be held (date to be confirmed) to evaluate and score the tenders; for an extra Council meeting to be held to award the Contract.**

721. LEICESTERSHIRE COUNTY COUNCIL – unitary status

Members considered it was generally too early to have an opinion on this important issue as it was early stages with no proposals to consider. The topic would remain open to debate with the potential important effects on local democracy. A link was available on the county council website giving some information.

Resolved: await further information and consider at the December meeting.

[Cllr Moulton arrived during this item at 7.38 pm]

722. GRANT APPLICATIONS

Cllr P Moulton declared a disclosable non-pecuniary interest in Item 722(a) as the Link Councillor to Thornborough Road Allotment Society and would not vote on the matter.

Under the General Power of Competence, it was resolved that:

- a) Thornborough Road Wildlife Group be invited to re-apply for a grant towards the cost of fencing to enclose the paddock when the constitution and bank account were in place;**
- b) a grant of £250 be awarded to Whitwick Church Tower Group towards the cost of providing an auto regulator which would enable full conversion of the clock mechanism to change the hour in spring and autumn.**

723. TREE PROBLEM

Update was deferred due to the absence of Cllr Gillard. Cllr Colledge requested the branches overhanging the pavement on Leicester Road from county owned trees at the edge of the City of Dan be reported for urgent action.

724. SHARPS DISPOSAL

Members deferred the matter to the next meeting, with the Parish Manager requested to circulate the policy operating in Hinckley and Bosworth.

725. FACEBOOK SETTINGS

Members noted that the system allocated the originator of the site certain settings that prevented staff making some changes. **Resolved to set up a new 'page', scale**

down the 'group' and direct followers to the new page. Then a request be made to Cllr Spence to delete the original Facebook account created for the parish.

726. SECTION 106 FUNDING AGREEMENT

Resolved the Parish Manager should enquire whether the sum could be commuted to cover projects already undertaken/commissioned and if other parish play areas would meet the criteria. The prioritising of actual future work or designs would be delegated to the Property Management and General Purposes Committee.

727. STRESS POLICY

Cllr Colledge volunteered to assess the LGA publication "A Councillor's workbook on stress management and personal resilience" and the matter was deferred to a future meeting.

728. WORKING PARTIES

- a) No recommendations made by the Tender Working Party;
- b) **that the invitation to meet with the District Council be accepted and a mutually convenient date be offered to the Byelaws Working Party (Cllrs Barker, Everitt, Moulton or Pulford attending with the Parish Manager if possible).**

729. COMMUNITY EVENTS/PROJECTS

a) **Grit Bins** - Members noted the report and were disappointed by the failure to achieve 100% neighbour consent in any of the 9 locations requested by residents. **Resolved: to retain the list of locations, to continue to receive suggestions from residents, to monitor the consequences of weather this winter and to review the matter next year.**

b) **Speed Awareness** – Update was deferred due to the absence of Cllr Gillard. Wheelie Bin stickers were taken by several members of the public at the meeting.

c) **Macmillan Coffee Morning** – potential overflow arrangements were considered if the weather was poor on 28 September.

d) **Poppies on Lampposts** – The Chairman and Cllr Barker volunteered to work with students from Stephenson College and help install the poppies on lampposts.

730. DISTRICT COUNCILLORS' REPORTS

Cllr Everitt reported a motion had been proposed to change the liability for council tax for young people aged 16 who were seeking independence after being in care. He had been unable to attend a cabinet meeting so had no report on that.

731. COUNTY COUNCILLOR'S REPORT

None.

[Members noted that 'white lining work was taking place in Whitwick and hoped the crossing would be improved if the gully was cleaned to reduce the 'lake' that formed during heavy rain.]

732. PLANNING MATTERS

a) The Council had been consulted by NWLDC on the following applications and no objections were raised:

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

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

18/01465/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

Members noted the delegated decisions taken by Parish Manager following consultation with members (as extension to deadlines were not available from NWLDC):

REF 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 - **No objection raised on 06/09/18**

REF 18/01200/FUL - 26 Stainsdale Green - Single storey rear extension, single storey front and side extension, replacement detached garage and rendering of property - **No objection raised on 30/08/18.**

18/01206/OUT - Land Rear Of 21 To 63 Church Lane - Erection of three dwellings (Outline - Details of Access included) (Revised Scheme) **Request for REFUSAL sent on 30/08/18 following objections received from residents and parish councillors**

18/01238/FUL - 2 Tressall Road - Single storey rear extension – **No objection raised on 30/08/18.**

b) Decisions notified and approved by the District Council:

REF 18/00783/FUL Erection of a single-storey rear extension at 150 Brooks Lane

REF 18/00829 – 209 Thornborough Road – single storey rear extension

REF 18/00863/VCUM – 191 Loughborough Road – Variation of condition 3 of 14/00933/OUTM to amend the position of vehicular access off Loughborough Road

REF 18/00865/FUL – 191 Loughborough Road – Erection of a detached dwelling including associated off-street parking and formation of new access onto Loughborough Road

REF 18/00972/FUL – 11 King Richards Hill – Proposed single storey side and rear extension

REF 18/00979/FUL – 2 Dumps Road – Proposed single storey side extension

REF 18/01238/FUL - 2 Tressall Road - Single storey rear extension

REF 18/01253/FUL - 97 Spring Lane, - Two storey and single storey rear extensions

c) Appeal decision notified and ALLOWED by Planning Inspectorate:

REF APP/G2435/W/18/3194614 – Glebe Farm, Green Lane

733. PROPERTY AND LAND MATTERS

Members noted the verbal update from the Parish Manager, including the report of anti-social behaviour at Parsonwood Hill Recreation Ground. The minutes were deferred to the next council meeting.

734. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

The Chairman reported his attendance at the Parish Fair held in Ashby. He was pleased that the Enforcement Team had been strengthened and he reported several matters of concern from this parish that he hoped would receive attention.

735. PARISH MANAGER'S REPORT AND MATTERS PENDING

Members noted the report and updated list of outstanding action points. Additional matters included a branch down from a tree in Whitwick Park that had been cleared that day, an update on projects with Stephenson College, land matters were progressing slowly. An offer from a guest speaker was declined. The Heritage Display was now scheduled for Park Hall from Wednesday 24 – Friday 26 October.

736. FINANCE AND ACCOUNTS FOR PAYMENT

Resolved that:

- a) the latest income and expenditure report for 2018/19 be noted;
- b) the bank balances at 31/08/18 were noted as Current Account £33,312.83, Deposit Account £12,013.77 and CCLA Pubic Sector Deposit Fund £145,000.00;
- c) the updated income received since the last meeting, including settlement of an insurance claim, be noted;
- d) the latest payment list and retrospective salary payments be approved;

737. EXCLUSION OF PRESS AND PUBLIC

Item was cancelled as Item 738 was discussed earlier in the meeting whilst members of the public were in attendance.

Full signature of Chairman: Date:

The meeting terminated at 8.41 pm.

[Cllr Moulton arrived at 7.38 pm]

Date of next council meetings: Thursday 4 and 20 October 2018 at 7 pm

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 4 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 Howe, P Moulton, T Pulford, L Spence and J Straw.

In Attendance:

Mrs C Tibbles, Parish Manager

No Members of the public

739. APOLOGIES

Received from Cllrs R Adams, D Everitt and T Gillard. Members noted that Cllr Adams had been willing to attend but due to an earlier declaration of interests, was not taking part in items 743 and 744.

740. DECLARATIONS OF INTEREST

Cllrs Adams and Everitt had previously declared a conflict of interest in items 743 and 744 and as District Councillors had withdrawn from the process.

741. PUBLIC QUESTION AND ANSWER SESSION

None.

742. EXCLUSION OF PRESS AND PUBLIC

Resolved: That having regard to the confidential nature of the business to be transacted under Items 743/744 and the need to consider commercially sensitive information, publicity in respect of which would be prejudicial to the public interest, **the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.**

743. WORKING PARTIES

Resolved that the report of the Tender Working Party be noted, giving details of the training undertaken and the evaluation process followed in accordance with the published contract specification that led to a recommendation being made for the council to consider. The Parish Manager detailed the process followed that had included independent assessments being made of the quality aspects of the tenders received. On reaching the required threshold of 30 or more points out of 40 maximum points, tenders were then allocated points according to the pricing aspects submitted. This was in accordance with the recognised 'most economically advantageous tender' process.

744. GROUNDS MAINTENANCE CONTRACT AWARD

Under confidential terms and in line with the procurement requirements under OJEU, members RESOLVED that the recommendation of the working party report dated 2 October 2018 be accepted for the award of the Grounds Maintenance Services Contract WPC/GMSC/001.18.

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

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The contract would take effect from 1 April 2019 for a period of three years, with a possible two year extension. The requisite notices would be issued and the compulsory 10 day standstill period would be followed.

Full signature of Chairman: Date:

The meeting terminated at 8.10 pm.

Date of next council meeting: Thursday 20 October 2018 at 7 pm

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Whitwick Parish Council – LE0269

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

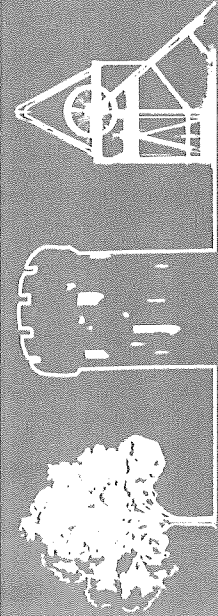
PKF Littlejohn LLP

Date

22/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

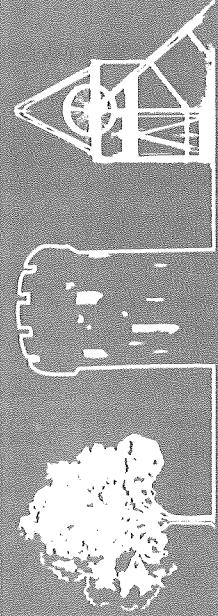
Working for our future.....



Whitwick Parish Council

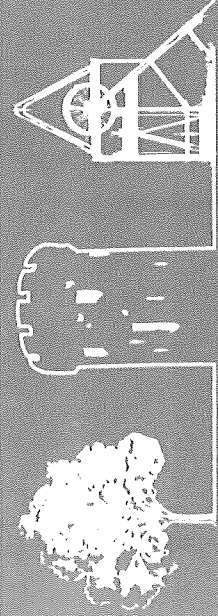
Because community matters

a.



Whitwick Parish Council

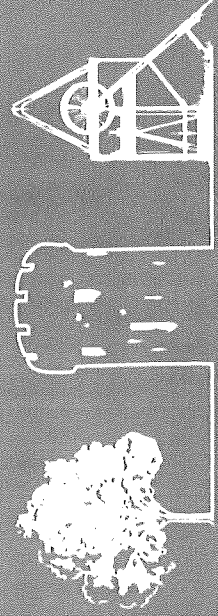
c.



Whitwick Parish Council

Working for your future

b.



Whitwick Parish Council

Because Community Matters

d.

Infectious waste collections

We provide a collection service for infectious medical waste. This is often called 'clinical waste'. If you think you meet the criteria then the first thing to do is speak to your district nurse/doctor. They will then provide you with suitable yellow bags and they will contact us to confirm the collections required. Please note these collections are for infectious waste only.

Collections will vary according to the needs of the patient. Further details will be discussed with the district nurse/doctor.

Needles

Needles are often referred to as 'sharps'. Residents using needles (such as diabetics) will be using a 'sharps container' for disposal. We will arrange safe and free disposal of these containers. You have two choices:

1. You can bring your containers direct to our depot at Jubilee Building, Unit B Fleming Road, Harrowbrook Industrial Estate, Hinckley LE10 3DU. The depot is open Monday to Thursday 8.30am until 5pm and Friday 8.30am until 4.30pm
2. If you have three or more containers, then we can collect them from your home. You do have to be at home when we visit. You can't leave these items outside. We collect on Wednesdays from 7am until 4pm. To organise the collection for a particular Wednesday, please contact us no later than 5pm the Monday before. We can't give you a specific time for collection

Get needles box collected

We realise there may be exceptional circumstances, so please do not hesitate to contact us if you have any questions or concerns.

To obtain replacement containers you will need to see your medical practitioner because these items will require a prescription.

Contact Streetscene Services

(N.B
Hinckley + Bosworth Council)

Telephone: 01455 238141

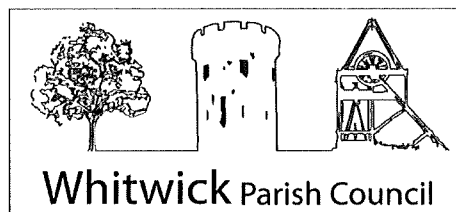
➤ [Contact form](#)

Was this page helpful?



✉ email this page





PROCEDURE FOR PARTNERSHIP WORKING

Whitwick Parish Council resolved that it would adopt the following guidelines to work in partnership with community organisations for the benefit of parishioners. These procedures aim to clarify responsibilities, commitments and liabilities.

The council may choose to select from any or all of the following options if it agrees to work in partnership:

- a) Encouragement on a practical basis for existing community organisations to work together on new initiatives, offering publicity support via website and noticeboards;
- b) Encouragement with financial grant support (under current scheme offering up to £250 subject to approval of application and event arrangements);
- c) Working in partnership with a community organisation holding a joint event or activity using the name of the parish council which utilises parish facilities. Support of the event which may take place on parish land and could include copying of promotional publicity and displaying on parish council website;
- d) The parish council taking the lead in organising a community event and inviting community organisations and/or businesses to give their support in specific ways;
- e) The parish council may allocate a sum of money from the Community Events budget to fund a specific event/part of an event. Financial safeguards and assurances will be required before funds are approved for release.
- f) Services may be ordered by the Parish Council and invoiced directly. Alternatively, reimbursements may be made to organisers on production of paid invoices but written authority from the council's Responsible Finance Officer should be in place **prior** to any commitment being made by an organisation/individual.
- g) The parish council will provide consent to use the council logo, name or other council information but will need to preview articles or material **prior** to publication.

Adopted March 2018.

Clerk

From: sue colledge <woodstockinwhitwick02@gmail.com>
Sent: 09 October 2018 10:02
To: clerk@whitwickpc.org.uk
Subject: Armistice day event

Flag Status: Flagged

With regards to the Parish working in partnership to deliver this event ;
 Woodstock in Whitwick have most of the arrangements and planning in place for the tea dance .
 We have sourced a specialist sound and video engineer who will be working on the event with us .
 His usual day rate is £2,000 , but he is working with us at a greatly reduced rate of £400

We also need to hire in crockery and tableware .

This will cost approximately £350

Therefore we apply to the community events fund for a contribution of £750 towards this event .

Sue Colledge

In behalf of the Woodstock in Whitwick committee

**WHITWICK COMMEMORATES
 THE ARMISTICE DAY CENTENARY**

**Saturday 10-11-2018.
 4pm - 7 pm
 Hermitage Leisure Ce
 Silver Street LE67 5ET**

Please join us for

**AN AFTERNOON
 TEA DANCE**

**With entertainment
 By Miss Eleanor Mattley
 Our event host Mr Richard Late
 and refreshments courtesy of
 Confident Dining Ltd.**



Free admission
 RSVP by 14-10-18
 woodstockinwhitwick02@gmail.com
 Or care of Colledge's Florists
 24 Silver st LE67 5ET



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

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 13 September 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

No members of the public

705. APOLOGIES FOR ABSENCE

Cllr D Howe.

706. DECLARATIONS OF INTEREST

Later in the meeting, Cllr Moulton declared a non-pecuniary interest in Item 711(m) and declined to comment.

707. PUBLIC QUESTIONS AND ANSWER SESSION

None.

708. MINUTES

Resolved: That the minutes of the meeting held on 12 July 2018 be approved as a correct record.

709. REVIEW OF WHITWICK PARK MANAGEMENT

Members noted the recent arson attack that damaged the holly hedge. **Resolved: to delegate the Parish Manager to arrange secure fencing to replace the damaged section of hedging. Future planting to be considered to provide similar screening after allowing time for the hedging to potentially recover.**

710. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken/noted:

PARK HALL -

- a) **Resolved that minor damage to the roof be repaired;**
- b) No progress on outstanding matters but re-painting of the path edging would be done soon;
- c) Faulty chairs from ESPO were still awaiting collection;
- d) Provisional dates agreed for Park Hall to host a mobile heritage display from Wednesday 24 October until Friday 26 October, with local volunteers confirmed by Whitwick Historical Group for two days;
- e) Noted the new regular hirers and income forecasts as reported;
- f) That H&S actions points were ongoing and a new public accident form had been introduced in all buildings.

COMMUNITY OFFICE

- g) The door repair had been undertaken and the ceiling light panel replaced but the door had required further attention and another ceiling light had since failed;

PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS

- h) Some outstanding matters remained, as previously reported. The railings were still

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loose outside the pavilion entrance and needed to be secured effectively and reported back to the next meeting;

- i) Members noted the contractor was unable to quote for repairs to the post at the unused Railway Station exit and the matter was deferred for advice from the council's H&S contractor at their next scheduled visit.

OTHER MATTERS FOR FUTURE AGENDA

- j) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

711. LAND MATTERS

Resolved that the following actions be taken/noted:

WHITWICK PARK

- a) Members considered the problems experienced by neighbouring properties to the park at North Street (with a holly hedge) and Church Lane (with an overhanging tree). **Resolved: that permission be granted to the resident, subject to written agreement for the removal of the council's holly hedge to enable a garden fence to be installed on the condition that another hedge would be planted by the resident in the following 3 months at the resident's cost. Further resolved that the council arrange for limb removal of the overhanging branches to the tree to enable the owner to undertake essential repair work to the roof.**
- b) Noted the replacement safety surfacing would be undertaken this month but final date was dependant on the right weather conditions;
- c) Following prior agreement for NWLDC to commission the replacement of the water tank for irrigation of the Bowling Green, the council had been informed the agreed design of a round metal tank was not deemed to be an acceptable specification. Therefore an alternative design was now suggested, to include protective metal security fencing and a decision was deferred to the site meeting scheduled at the end of this meeting. **Resolved: that the delay was regrettable but the revised installation now recommended by NWLDC be urgently commissioned on the condition it was fit for purpose to supply pressure for the 'pop up' sprinkler heads, the removal of the large multi-stemmed conifer to allow the installation to take place promptly to avoid further deterioration of the Bowls Green due to lack of irrigation. The District Council accepted to bear any additional cost to the previously agreed price.**
- d) Members considered the quotation for fencing and clarification was required in 2 locations at the rear of the tank and the new site for the gate, with a review of the proposed footpath route to the tennis courts. A decision was deferred to the site meeting scheduled at the end of this meeting. **Resolved: that subject to a revised map being provided the quote for £4700 be accepted as best use of relocating 33m of existing 2400mm fencing and pedestrian gate, supplemented by 32m of new matching fencing; that the Parish Manager be delegated authority to commission a small area of fencing to better protect the buildings in the park; that the quotation of £600 for a safe access to the alternative tennis court entrance be accepted in principle, although following the site meeting the cleaning of existing pathway was agreed as the preferred route with minor improvements to establish safe boundary to the grass. A revised map was required for submission to the Parish Manager before works commenced. Expenditure would be funded by the allocation for Repairs & Renewals for land.**

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- e) In the absence of further details being supplied for a potential charitable event in the park in July 2019, the Parish Manager offered to draft guidelines to help organisations know what would be required of them. This would allow greater public understanding of conditions when the land and Trusteeship of Whitwick Park (King George's Field) charity was transferred by North West Leicestershire District Council in 2014 to the parish council.
- f) **Resolved to permit one Textile Recycling Bank for The Air Ambulance charity (4' x 3') to be located in Whitwick Park in an agreed location, subject to removal of the bank within 6 weeks if problems occurred and notice is given by the Parish Manager. The charity undertook to provide regular emptying (including tidying of the area by the drivers when visiting), an emergency phone number displayed on the bank, full tonnage reports to highlight the revenue generated for the charity, include display of the location on their interactive website.** Following discussion, the Parish Manager was asked to further explore whether Whitwick Park may provide a promotional or training opportunity to the air ambulance at a future date.

ALLOTMENTS

- g) Noted that additional income had been received from Walkers Flats Allotments for previously vacant plots.
- h) No further updates reported by Link Councillors.

OTHER LAND

- i) Noted that the council's annual membership of Fields in Trust gave entitlement to discounts with some suppliers.
- j) Members noted that a licence holder and also some residents had visited the Community Office to discuss the recent decision of the council in regard to land at WPC.019 (Car Hill Rock) that would not be licenced after 31 March 2019. The Parish Manager was grateful to learn the historical background to the land, received advice on access and H&S. She had endeavoured to explain the legal background for the decision being made, offered commitment and reassurance to address concerns that were highlighted for abuse of the site, although there were contradictions about current/historical frequency of antisocial behaviour and a total reluctance to report adjacent drug taking activities to the police. Members agreed with the Parish Manager that undertaking a site visit would be useful for the committee when it could be arranged.
- k) noted that NWLDC were undertaking the legal work to transfer the covenant of a former piece of parish land (The Dumps) but completion date was not yet known;
- l) **Resolved: that a request by a resident to purchase a piece of land at WPC.011 (Land to west of Holly Hayes Road/City of Dan/Rosslyn Road) to extend their garden be approved in principle, with a slight amendment to the boundary adjacent to the footpath, but generally as marked in pink on the map provided. The additional request for larger pieces of land was not approved.**
- m) Cllr Moulton declared a non-pecuniary interest in the following item and declined to comment. Members noted that a quotation for land valuation was being sought from the same agent used previously by the council now that correct contact details had been found. The Parish Manager would additionally seek a quote for Item 711 (l).
- n) Noted that the B95 land registry consent had been promptly completed by the Parish Manager.
- o) Noted that unfortunately an incorrectly laminated poster had been displayed at

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- WPC.025 Parsonwood Hill and rectification was underway to show 'no dog fouling'.
- p) Noted that the triennial tree inspection commencement date was still awaited.
- q) Noted that following a query by the Parish Manager, the quotation for £450 for remedial work for pruning, crown raising and clearance of debris at Hermitage Road play area at rear of Weavers Close had been withdrawn. Work would be undertaken as part of the existing service contract.
- r) Noted the Parish Manager's confirmation of the licence agreement at WPC.025 Parsonwood Hill.
- s) Members considered the resident's suggestion to change access arrangements at WPC.025 Parsonwood Hill to reduce antisocial behaviour and a site meeting would be arranged. **Resolved to repair the damaged chainlink fencing which was previously unreported.**
- t) Noted that secure bolts had been changed on a recent bench installation
- u) Noted that replacement of missing ownership signs on open spaces was underway, although hindered when some had been removed by vandals; that Whitwick Bowls Club had extended a warm welcome to the council when the match took place in August; that the date of the last match would be clarified so that end of season work could be scheduled for closer scrutiny by the council and the Club.

OTHER MATTERS FOR FUTURE AGENDA

- v) Benches and licence applications were requested for the next agenda, other matters should be notified to Parish Manager 7 days before the next meeting.

Full signature of Chairman: **Date:**

The meeting terminated at 12.14 pm.

[Members adjourned to the Park at 11. 20 am for some decisions to be made and the quorum was maintained.]

Date of next meeting: Thursday 8 November 2018 at 10 am.

WHITWICK PARISH COUNCIL

PARISH MANAGER'S REPORT – 13 October 2018

1) EVENTS ATTENDED (plus forthcoming events)

Sept 20	Parish Council meeting
Sept 24	Deed of Covenant (for land South side of Dumps Road) signed and sealed and hand delivered to NWLDC
Sept 25	Submission of first CiLCA Unit online
Sept 27	Beat Surgery, Community Office 10 am – 12 noon
Sept 27	Tender Evaluation Training for working party
Sept 28	Macmillan Coffee Morning at Community Office 10 am – 12 noon
	Visit by Chairman to show potential hirer facilities at Park Hall
October 1	Playground Surfacing Repairs, Whitwick Park
	CiLCA research for Assignments/part TOIL taken
Oct 2	Contract Working Party Meeting 2.30 pm
Oct 3	Digital Impact meeting on social media, 10.30 am Coalville
	Clerk's meeting, NWLDC, 5 pm
Oct 4	Delivery of charity Textile Recycling Bank to Whitwick Park
	Extra Parish Council Meeting – Contract Award
Oct 7	Accompanied Chairman to County Civic Service, Leicester Cathedral,
Oct 8	Clerk's Operational Meeting at LRALC, 10 am/ Training Meeting
Oct 9	Attending SLCC Board and Forum Meeting, Brigg (own time)
Oct 10-11	Attending & presenting at SLCC National Conference at Brigg, Lincolnshire
Oct 11	Submission of second CiLCA Unit online
Oct 12	Installation by NWLDC of software to access Play Inspection System
Oct 13	Site visit – Playground assessment
Oct 15	CiLCA Assignments
Oct 18	Parish Council meeting

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 to cutback overgrown brambles by jitty from Market Place to New Street after referral by NWLDC but confirmed that parish council do not own the land;
- (b) Notification from Pensions Regulator on re-enrolment regulations for the 3rd anniversary of automatic pension rights for staff (council action required or delegation to Parish Manager)
- (c) Request by local group for help with Grant Aid Application
- (d) Request met for information on titled ownership of parish land and KGV covenant – documents shown at Community Office.
- (e) Requests by residents for support to object to planning application in Silver Street
- (f) Request met by resident for list of areas in Whitwick that dogs are banned and the dates when the ban commenced if done by parish council;
- (g) Request from Supporter Relations Officer at Dogs Trust (Loughborough) to display information and offer to attend as guest speaker to local organisations (usually accompanied by a dog).
- (h) Western Power Distribution Customer Panel agenda;
- (i) Minutes from recent Thornborough Road Allotment Society meeting;

WHITWICK PARISH COUNCIL

- (j) Request from resident for copy of licence agreement under FOI Act;
- (k) Request from resident for copy of minutes from last council meeting to be posted;
- (l) Emailed request met for information on titled ownership of Parsonwood Hill Recreation Field and documents supplied;
- (m) Invitation extended to meet Fields in Trust local representative (also to meet LRALC);
- (n) Request for site meeting to excavate Parsonwood Hill Recreation Field to lay additional underground electricity cable;
- (o) Notification of software updates and support service charges by Rialtas for Omega financial package (£255 for support; potential £59 for Digital VAT submissions; Year End closedown £540 plus mileage). Information useful to the Finance Working Party,
- (p) Notification of vacancies for Directors to be elected to SLCC Board;
- (q) Assistance given to neighbours of the Office during recent extended power cut;
- (r) New trial of "School Keep Clear" scheme to tackle inconsiderate parking;
- (s) Invitation to the Parish Manager to speak at a training event about the experience of the OJEU Tender process;
- (t) Invitation to series of November briefings by East Midlands Community-Led Housing (EMCLH) to promote and support community-led housing opportunities across the East Midlands;
- (u) Request from resident for ramp on pedestrian crossing to be extended to further slow motorists down;
- (v) Invitation to the Parish Manager to be a guest speaker at a workshop on local government communications at NALC spring conference in London on 11 February 2019, talking about how local councils can better communicate with their residents about local government finance and service delivery, promoting the principle of residents being the customers of both local councils and principal authorities.
- (w) Request by NWLDC to complete two detailed surveys on facilities in village halls and playgrounds to help write their Supplementary Planning Document (SPD) (which in turn is used to help secure facilities and funding from housing developers) and inform their emerging Local Plan.

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

3) COMMUNITY OFFICE

There has been some extended opening of the office with some unscheduled weekend working on 3 occasions, with visitors being welcomed to view the office refurbishment.

I attended the first Parish Fair on 12 September at Ashby. It was a very informative event with opportunities to see the services and operations of several departments and pick up information. I attended two workshops on Elections (key diary dates are detailed on the current agenda) and Code of Conduct and visited many of the stands. The office now has new information from the Economic Development Officer from the Business Focus Team, vacancy procedures from the Elections Office (which have to be strictly followed) and advice for parishes on the Street naming and numbering process. This was an excellent opportunity to learn more, meet District Council staff and to highlight the

WHITWICK PARISH COUNCIL

priorities that Whitwick has and establish working relationships. The Chairman attended different workshops so that we would jointly gain the most benefit.

On 3 October I attended the Clerks Meeting called by NWLDC, hosted by Paul Sanders, Head of Community Services and Bev Smith, Chief Executive. Topics discussed were Unitary proposals by the County Council, HS2 (with new maps being available for those parishes close to the route) and advice to all other parishes to beware of the impact of the route, and to read the Environmental Statement that was due to be published. Locally there were plans for compounds at Measham and Kegworth and a rail head at Ashby. The District Council had made available the services of a specialist rail consultant to parishes and this had been greatly valued and of immense value in preparing their submissions. The community consultation process may be open until Christmas. Brexit was discussed and preparation at the airport and 70 technical notices had been issued for SME businesses. Nuisance parking was discussed at length and disappointment expressed by many clerks on the failure of the District to follow up issues (as promised) after their Strategy was adopted in 2016. An undertaking was given for the Community Focus Team to retrieve the information held, review it with each parish for common/special issues and then work jointly to share good practice, suggestions, factual information and summaries. The December Parish Liaison meeting was scheduled for 5 December but the date may be changed. The venue was likely to be the recently opened Castle Donington Hub and one main topic of Customer Service, which had been the announced priority for the Chief Executive upon her appointment and was an issue of concern by many clerks, including me, of residents being incorrectly told to contact parish councils. Elections was the likely topic for the February meeting, with Democratic Services being in attendance.

On 8 October I attended the Quarterly Clerk Operational Meeting with officers from the County Council. This was a valuable opportunity to hear from new interim post holders, to raise concerns from clerks throughout the county (and learn from them), receive updated information and ask questions on many topics, including: Highways Maintenance Pilot; presentation on Unitary Proposals; Digital Highways Pilot; LCC Customer Service Centre; Parish Liaison Officer Group meeting; response to service delivery requests; training opportunities requested for grounds maintenance staff and volunteers; structural integrity testing of lighting columns, Ledbury ruling on councillor conduct and finally Royal British Legion events. Unfortunately, I did not get the opportunity to question their procedures for parishes applying for new Grit Bins, although there was a heated debate on this matter. I understand it will be on a future agenda.

I have updated a Budget Training document (written previously) which is provided for you tonight and I hope you find it informative. If you have any questions I would be grateful to receive these and if members feel a discussion would be helpful at a future meeting, please request the topic be placed on the agenda. The Finance Working Party will soon be meeting and therefore have an opportunity at that meeting to discuss any questions before they commence work on drafting budget recommendations for the council.

WHITWICK PARISH COUNCIL

The new bulbs applied for under NWLDC Green Shoots Scheme are scheduled for delivery to the parish council on 18 October and arrangements for councillors/volunteers will need to be put in place now and (if there is enough support) a community planting day arranged.

4) TRAINING

Due to the additional work last month with the Contract Advertising/Tender Award process, there has been less opportunity to utilise Mondays as my training day. I have commenced the formal CiLCA submissions with two units currently with the moderator..

5) STAFFING

Some flexible working has been undertaken to accommodate personal needs but no disruption to normal council services. Office opening on Wednesday 10 October was maintained by Chloe working additional hours. Some holidays have been taken and future holiday requests have been approved.

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

	A	B	C	D	E	F
1	ACTION LIST/MATTERS PENDING		Updated: 12 October 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.		
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 ties	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 pending review new NALC Standing Orders		
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	594h 080318	Community Office	Locate form on EW portal to record criteria for preferred suppliers			
30	616 150318	Policies	Members to suggest extending policy to formalise use of Social Media by council, members and staff.	Draft for autumn 2018		
31	618 150318	Finance	Standing Orders approved for two regular monthly payments	Parish Manager to arrange with Unity Trust, Council to countersign		
32	630-190418	Public Questions	Chairman/Cllr to meet two members of public to discuss questions raised.	Enquiries not forthcoming from residents		
33	634a 190418	Gritting	Seek permission from LCC to purchase own grit bins to save money	Enquiry needed		
34	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 on LCC conditions provided		
35	657d 110518	Park Hall	Green Grant received and project costings to be checked then implemented	Supplier failed to respond. Orders being placed. Furniture purchased.		
36	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		
37	657f 110518	Park Hall	Amend hire form/book process to charge £5 for late bookings (less than 28 days notice)			
38	657j 110518	Community Office	Door adjustment needed +Budget/plan decorating and carpet cleaning by 2019			
39	657-170518	Heritage Update	Put details on parish website, to update residents			
40	658 170518	Policies - Media/St.Orders	Schedule for June and July review by council, seeking draft information as appropriate.	Overdue		
41	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	E	F
42	693a 210618	Community	Invite Businesses to take part in the scheme (draft arrangements needed)	August/September 2018		
43	697 210618	Communications	Media and Communications Policy to be drafted for council consideration.	September/October meeting		
44	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.		
45	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget needed for 19/20		
46	680n 120718	Land	Seek to appoint a specialist contractor to undertake tree inspections and work from April 2019.	Budget needed for 19/20		
47	691 190718	Community	Clr Gillard to request LCC take action to reduce height of trees in car park by Whitwick Wheel that is affecting residents in Leicester Road. - PM to scan copy of letter to TG	Request sent straight after meeting		
48	694b 190718	Working Party	Tenders Working Party set up to assist Parish Manager in process of advertising the			
49	694c 190718	Working Party	Byelaws Working Party set up to consider implications of byelaws for the parish council.	Awaiting Information from NWLDC		
50	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.		
51	698a 190718	Planning	Clr Gillard/Clr Everitt to discuss concerns with NWLDC regarding access usage and Clr Gillard to seek assistance with VCI application			
52	709 130918	Whitwick Park	Parish Manager to get secure fencing to replace burnt holly hedge.	Quote received NWLDC Sept.		
53	709 130918	Whitwick Park	Parish Manager to assess if future planting if natural recovery doesn't happen	Assess in Feb 2019		
54	710a 130918	Park Hall	Parish Manager to get missing roof tile replaced	Merisons commissioned to do this. Invoice queried and mistake rectified		
55	710g 130918	Community Office	Deer needs second visit and another ceiling light to be replaced	Admin Assistant to arrange. Work completed		
56	710h 130918	Pavilion	Railings on ramp need re-fixing	NWLDC to dig out, extend railings and sink in		
57	710i 130918	Railway Station	Refer wooden post to Ellis Whittam on H&S visit	2019		
58	711a 130918	Whitwick Park	Write to resident with conditions to erect fence and replace parish holly hedge	Letter hand delivered.		
59	711a 130918	Whitwick Park	Arrange NWLDC to inspect tree and remove limb overhanging neighbouring factory	Letter hand delivered. Thanks received and contact details exchanged as 'neighbours'		
60	711c 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.		
61	711d 130918	Whitwick Park	Await revised map then accept NWLDC quote for fencing as agreed.			
62	711d 130918	Whitwick Park	Parish Manager to arrange small section of fencing behind hedge.	Quote received		
63	711d 130918	Whitwick Park	Await revision to new path for revised tennis court entry and accept quote	Quote accepted		
64	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		
65	711f 130918	Whitwick Park	Investigate potential promotional or training opportunity for Air Ambulance charity at future event	To be followed up.		
66	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		
67	711s 130918	Land	Site meeting at WPC.025 Parsonwood Hill to review site entrances to reduce ASB	Arranged for 18/10/18		
68	711s 130918	Land	Arrange repair to chainlink fencing reported by resident.	Parish Clr repaired?		
69	SEPTEMBER ACTION POINTS TO BE ENTERED					
70		Grant Aid	Grant be awarded to one applicant	Chqs done 21/9/18		
71	698a 190718	Planning	Planning Recommendations to be submitted to NWLDC	Parish Manager		
72	INHERITED ISSUES TO SCHEDULE FOR ACTION/REVIEW					
73	?		WPC.011 Holly Hayes play eqpt needs future renovation	Assess current situation		
74			WPC.012 Hillary 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		
75			WPC.017 Swannymote woodland - offer for sale to adj landowner	Assess current situation		
76			WPC.025 Parsonwood Hill. Ask Severn Trent to provide lockable cover; offer licences to residents who have access onto site	Assess current situation		
77	270a (ii)	Land Management	Site visit to check for encroachment at City of Dan site (council declined request to purchase land)	ASAP		
78	270a (iii)	Land Management	Request to purchase land at 81 Tressall Road - site visit done Spring 2017	Reply awaited from resident.		
79	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.		
80	Ongoing:					
81		Park Hall	Ongoing. Complete risk assessment, cleaning protocols, etc	Nearly complete		
82		Overspill car parking at Ha	Option to park near old store/kitchen	Explore extended provision		
83		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		
84	Forward Plan:					
85	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		
86	442	Land Review	Assets WPC.004/011 & 012 - include in SHLAA? Referred to NWLDC for review, Jan 2016			
87	441	Bowling green/pavillon	Bowls Club to investigate funding possibilities to replace edging	Exploring disabled bowling chair		
88	??	Land Review	Nominate Thornborough Rd allotments as community asset			
89	24/09/2017	Staff Training	Parish Manager training (ILCA?) CILCA	March 2018 - June 2018		
90	403(i)	District services (cemetery and car parks)	Identified as long term aspiration			
91	243	Local Council Award Scheme	Review when time available			
92	203	Parish notice board	Consider provision of a second board			

	A	B	C	D	E	F
93		Community Survey /Neighbourhood Plan	Included in Parish Manager's Job Description: consider future community initiatives (which will also drive financial forward plan)			
94	Review:	Wayleaves over PC land	Check the position when time available	Possibly 2018		
95	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		
96	01/01/2019	Insurance	Long term undertaking with Zurich expires 1/7/19. Explore alternatives and get quotes (perhaps RSA, Came & Co).			
97	01/01/2019	Land and Property	Budget for Periodic check on Electric Wiring in Pavilion/building	Budget £450+works for 2020		
98	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)			
99	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)			
100	01/03/2019	Land and Property	Pavilion Electric - SSE contract to be reviewed by LSI (expires 31/5/19, notice by 1/5/19)			
101	01/04/2019	Staffing Pension	Increase to pension commitment for staff. 8% (including 5% staff contribution)	Employer Contrib has to be 3% or more		
102	02/05/2019	Staff Training	Deadline for Parish Manager to aquire CILCA qualification to protect General Power of Competence for council			
103	15/10/2019	Allotments	Review %age contribution to Walkers Flats Allotments			
104	15/10/2019	Land and Property	Arrange Fire Risk Assessment on Pavilion (due November)	Done by NWLDC (LFCDCA Fire Safety Mangt Ltd)		
105	04/07/2020	Staff Training	Expiry of Parish Manager agreement to refund CILCA course fees upon resignation.			
106	01/06/2021	Grounds maintenance	Council to review GM contract and whether to extend or re-advertise tender for contract from 01/04/2022			
107	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.		
108	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		
109	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		
110	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		

Payments for Month 7

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>
01/10/2018	Co-operative	89	27.84			4110	210	27.84	Stamps for grit bin consultat
01/10/2018	Grant Application	90	250.00			4550	300	250.00	Grant for water conservation
01/10/2018	Grant Application	91	250.00			4550	300	250.00	Grant for community events
01/10/2018	Community Voice	92	115.00			4530	300	115.00	Full page insert - Sept
01/10/2018	Parish Online	93	180.00		30.00	4160	210	150.00	Annual Renewal - Parish Online
01/10/2018	SLCC Enterprises	94	414.00		49.00	4350	210	245.00	National Conference - Delegate
						4350	210	120.00	National Conference - Accomoda
01/10/2018	Grant Application	95	250.00			4550	300	250.00	Grant for clock
01/10/2018	North West Leics District Coun	96	48.00			4220	350	48.00	October Rates - Office
01/10/2018	North West Leics District Coun	97	11.00			4220	400	11.00	October Rates - Hall
01/10/2018	North West Leics District Coun	99	12.73			4410	400	12.73	Refuse Collection - Sept
01/10/2018	North West Leics District Coun	100	38,625.60		6,437.60	4710	430	32,188.00	Gound Maint - Jul-Sept
01/10/2018	PKF Littlejohn LLP	105	720.00		120.00	4330	210	600.00	Review of Annual Return 17/18
01/10/2018	Merison Building & Maint	106	198.53		33.09	4460	400	165.44	Replace tile on Park Hall
01/10/2018	Virgin Media	108	66.35		11.06	4250	350	55.29	Phone & Internet Oct
05/10/2018	Salary Payments	TAX 6	3,970.71			4000	200	3,317.90	Salary Payments Office
						4010	200	233.96	Salary Payments Park Hall
						4040	200	302.96	Salary Payments ER's NIC
						4050	200	115.89	Salary Payments ER's Pension
08/10/2018	Streetscape Products & Service	107	3,690.00		615.00	4460	450	3,075.00	Supernova & Spica Repair - Park
12/10/2018	Thornborough Road Allotment St	109	950.00			4570	420	950.00	Annual Pay Agreement
15/10/2018	North West Leics District Coun	98	15.17			4410	400	15.17	Refuse Collection - October
Total Payments for Month			49,794.93	0.00	7,295.75			42,499.18	
Balance Carried Fwd			128,375.73						
Cashbook Totals			178,170.66	0.00	7,295.75			170,874.91	

Date: 12/10/2018

Whitwick Parish Council Current Year

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For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	25,415.91					25,415.91	
44	Banked: 01/10/2018	45.00						
44	Blossom & Bloom	45.00			1300	100	45.00	Hall hire - Fridays
45	Banked: 01/10/2018	280.00						
45	Limelight Performing Arts	280.00			1300	100	280.00	October Hall Hire - Saturdays
46	Banked: 01/10/2018	300.00						
46	Tiny Talk	300.00			1300	100	300.00	Hall Hire Oct-Dec - Tues
47	Banked: 01/10/2018	400.99						
47	North West Leics District Coun	400.99			1350	100	400.99	16/17 Rates Refund
48	Banked: 01/10/2018	435.43						
48	North West Leics District Coun	435.43			1350	100	435.43	17/18 Rates Refund - Office
47	Banked: 01/10/2018	40.60						
47	CCLA Public Sector Deposit Fun	40.60			1100	100	40.60	CCLA Interest July
48	Banked: 01/10/2018	73.88						
48	CCLA Public Sector Deposit Fun	73.88			1100	100	73.88	CCLA Interest - August
49	Banked: 01/10/2018	75.23						
49	CCLA Public Sector Deposit Fun	75.23			1100	100	75.23	CCLA Interest - September
50	Banked: 01/10/2018	151,103.62						
50	North West Leics District Coun	151,103.62			1076	100	145,278.12	Parish Precept 2018/19
					1080	100	5,825.50	Council Tax Support Grant18/19
Total Receipts for Month		152,754.75	0.00	0.00			152,754.75	
Cashbook Totals		178,170.66	0.00	0.00			178,170.66	

Detailed Income & Expenditure by Budget Heading 07/09/2018

Month No: 7

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	193,704	290,556	290,556	(0)			100.0%	
1080 Council Tax Support Grant	15,535	11,651	11,651	0			100.0%	
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	5,643	3,500	(2,143)			161.2%	
1350 Other Income	1,733	3,977	200	(3,777)			1988.7%	
	223,163	313,260	308,457	(4,803)			101.6%	0
Income :- Income								
4465 Not in use (Old ref deposits)	283	0	0	0		0	0.0%	
	283	0	0	0	0	0		0
Income :- Indirect Expenditure								
Movement to/(from) Gen Reserve	222,880	313,260						
200 Salaries								
4000 Office Admin Salaries	29,097	16,831	37,270	20,439		20,439	45.2%	
4010 Park Hall Caretakers	2,743	1,676	3,610	1,934		1,934	46.4%	
4040 Employers NI	1,751	1,380	2,800	1,420		1,420	49.3%	
4050 Employers Pension	951	568	1,230	662		662	46.2%	
4055 Sickness Contingency/ Holiday	297	0	520	520		520	0.0%	
	34,838	20,456	45,430	24,974	0	24,974	45.0%	0
Salaries :- Indirect Expenditure								
Movement to/(from) Gen Reserve	(34,838)	(20,456)						
210 Administration								
4110 Stationery/Postage/Consumables	700	344	742	398		398	46.4%	
4120 Printing	254	179	300	121		121	59.7%	
4130 Bank Charges	117	32	130	99		99	24.2%	
4150 Parish Website	385	350	400	50		50	87.5%	
4160 Getmapping (Parish Online)	126	150	130	(20)		(20)	115.4%	
4170 Office Equipment	897	111	1,030	919		919	10.8%	
4180 Software Licences/Support	2,187	481	2,000	1,519		1,519	24.1%	
4210 Water Charges	0	20	0	(20)		(20)	0.0%	
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%	

Detailed Income & Expenditure by Budget Heading 07/09/2018

Month No: 7

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
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>14,846</u>	<u>20,546</u>	<u>5,700</u>	<u>0</u>	<u>5,700</u>	<u>72.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,740)</u>	<u>(14,846)</u>						
300 Community Initiatives								
4510 Projects	210	315	1,000	685		685	31.5%	
4520 Salt Bins	0	0	1,050	1,050		1,050	0.0%	
4530 Newsletter and Media	1,330	660	1,200	540		540	55.0%	
4540 Community Events	1,052	0	2,000	2,000		2,000	0.0%	
4550 Community Grant Scheme	1,460	750	1,500	750		750	50.0%	
Community Initiatives :- Indirect Expenditure	<u>4,052</u>	<u>1,725</u>	<u>6,750</u>	<u>5,025</u>	<u>0</u>	<u>5,025</u>	<u>25.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,052)</u>	<u>(1,725)</u>						
350 Community Office Running Costs								
4200 Electricity	556	225	515	290		290	43.7%	
4210 Water Charges	174	80	258	178		178	30.9%	
4220 Business Rates	435	338	480	142		142	70.4%	
4250 Internet/Phone	793	337	750	413		413	45.0%	
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	35	500	465		465	7.0%	
Community Office Running Costs :- Indirect Expenditure	<u>2,015</u>	<u>1,015</u>	<u>2,609</u>	<u>1,594</u>	<u>0</u>	<u>1,594</u>	<u>38.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,015)</u>	<u>(1,015)</u>						
400 Park Hall Running Costs								
4200 Electricity	699	289	1,288	999		999	22.4%	
4210 Water Charges	234	0	275	275		275	0.0%	
4220 Business Rates	103	77	115	38		38	66.7%	
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	92	258	166		166	35.5%	
4420 Consumables	239	124	258	134		134	48.2%	
4430 Electrical Certificate	0	0	52	52		52	0.0%	
4440 Sewer Pump Servicing	192	0	185	185		185	0.0%	
4450 Boiler Servicing	0	0	103	103		103	0.0%	

Detailed Income & Expenditure by Budget Heading 07/09/2018

Month No: 7

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
4460 Repairs and Maintenance	500	345	1,000	655		655	34.5%	
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>941</u>	<u>5,318</u>	<u>4,377</u>	<u>0</u>	<u>4,377</u>	<u>17.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,225)</u>	<u>(941)</u>						
405 Pavilion and Other Building								
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>						
410 Railway Station Building								
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>						
420 Allotments								
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>						
430 Grounds Maintenance								
4710 Grounds Maintenance	133,772	66,611	135,840	69,229		69,229	49.0%	
Grounds Maintenance :- Indirect Expenditure	<u>133,772</u>	<u>66,611</u>	<u>135,840</u>	<u>69,229</u>	<u>0</u>	<u>69,229</u>	<u>49.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(133,772)</u>	<u>(66,611)</u>						
440 Other Running Costs								
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>						

Detailed Income & Expenditure by Budget Heading 07/09/2018

Month No: 7

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
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	373	5,000	4,627		4,627	7.5%	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>4,694</u>	<u>5,000</u>	<u>306</u>	<u>0</u>	<u>306</u>	<u>93.9%</u>	<u>373</u>
6000 plus Transfer from EMR	2,229	373						
Movement to/(from) Gen Reserve	<u>(3,135)</u>	<u>(4,321)</u>						
Grand Totals:-								
Income	223,163	313,260	308,457	(4,803)			101.6%	
Expenditure	203,707	115,996	241,132	125,136	0	125,136	48.1%	
Net Income over Expenditure	<u>19,456</u>	<u>197,264</u>	<u>67,325</u>	<u>(129,939)</u>				
plus Transfer from EMR	2,229	373						
Movement to/(from) Gen Reserve	<u>21,685</u>	<u>197,637</u>						