



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

**Notes taken at the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 4<sup>th</sup> January 2024 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor A Barker (Chairman)

Councillor P Moulton [3434 – 3441]

Mrs A Barker, Ms J McNeice

In Attendance:

Mr Paul Collett, NWLDC

Mrs T McLean, Acting Parish Manager

**THIS MEETING WAS NOT QUORATE.**

**MEMBERS MADE RECOMMENDATIONS AND THESE ITEMS WOULD BE TAKEN TO THE NEXT PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE MEETING FOR THEM TO BE RESOLVED**

		<b>ACTION</b>
<b>3434</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Members <b>RECOMMENDED:</b> to accept and approve apologies from Cllr Sue Colledge. Clerk reported no apology received from Councillor Woodward.	
<b>3435</b>	<b>DECLARATIONS OF INTEREST</b>	
	Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.  Mrs J McNeice had nothing to declare.  Cllr A Barker declared a registerable interest in all matters relating to NWLDC for Hermitage Ward as a District Councillor; registerable interest as a Director of Holly Hayes Wood and as a member of	

	Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.  Cllr P Moulton declared a registerable interest in all matters relating to NWLDC as a District Councillor for Thornborough Ward	
<b>3436</b>	<b>MINUTES</b>	
	Members <b>RECOMMENDED:</b> that the minutes of the Property Management & General Purposes Committee on <b>Thursday 7<sup>th</sup> December 2023</b> be approved as a correct record and signed by the Chairman.	
<b>3437</b>	<b>PUBLIC QUESTION AND ANSWER SESSION</b>	
	None.	
<b>3438</b>	<b>GUEST SPEAKER FROM PEOPLE ZONE: PAUL COLLETT</b>	
	Paul gave a presentation on mobile CCTV solutions, presenting images and information on how they are currently utilised within the district and answered questions about how these may work in practice for the parish.  Paul will forward CCTV sample policy to Acting Parish Manager.  Members <b>RECOMMENDED:</b> to proceed with mobile CCTV system. Paul Collett will submit a bid to CSB Core Funding on behalf of Whitwick Parish Council to minimise capital investment required. A site visit will then be arranged to identify key locations for camera brackets to be installed. All agreed that Whitwick Park is the first priority location.	
<b>3439</b>	<b>TREE MAINTENANCE</b>	
	<ul style="list-style-type: none"> <li>• <b>WPC.012 Provision of trees</b> –Members <b>RECOMMENDED:</b> to proceed with order for 4 trees. Cllr Barker volunteered to plant trees when received. Area for planting trees marked on aerial view image of Hilary Crescent Park.</li> </ul>	<b>TM</b>
	<ul style="list-style-type: none"> <li>• <b>WPC.008 -Overhanging tree onto resident's property</b> – Members noted that parish preferred contractor had been chased on 18<sup>th</sup> December 2023 for timescales for work to be completed.</li> </ul>	<b>TM</b>
	<ul style="list-style-type: none"> <li>• <b>Storm Damage on Stinson Way and damage to car</b> – Insurance company to be contacted for further advice.</li> </ul>	<b>TM</b>

	<ul style="list-style-type: none"> <li>• <b>Storm damage</b> – Fallen tree in jitty over Xmas had been attended to by grounds maintenance contractors and all made good. Minor damage to railings and stump remains.</li> </ul>	
<b>3440</b>	<b>PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS</b>	
	<p>a) <b>Allotments Link Councillor – Thornborough Road</b> – Cllr Moulton had nothing to report</p>	
	<p>b) <b>Allotments Link Councillor – Walker Flats</b> – Cllr Moulton informed members of the sad news that Ian Gregory had recently passed away. Committee meeting to take place in the near future.</p>	
	<b>PROJECTS:</b>	
	<i>The Acting Parish Manager provided an update/information on the following:</i>	
	<ul style="list-style-type: none"> <li>• <b>A3 Car Parking Signs</b> – Ongoing – Reflec to supply and fit.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Memorial Arch</b> – Ongoing – Contractor to be chased for delivery date.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Provision of Memorial Tree in Memorial Garden</b> – Ongoing. Members noted that parish preferred contractor had been chased on For timescales for work to be completed.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>LCC Grit Bin Provision</b> – Ongoing – Members noted that Acting Parish Manager had attempted to contact relevant officer at LCC for an update on current situation.</li> <li>• <b>Application for UKSPF grant to fund broadband at Park Hall</b> – Members noted that application had been refused as an appropriate quote could not be provided in time for the deadline.</li> <li>• <b>Members Highway Fund – Provision of benches</b> – ongoing. Streetmaster, 1800 Hereford Seats 2 X replacement benches at Donor Master, 1 X bench at Pit Wheel (licence from LCC may be required), 1 X bench at Holly Hayes Road (base and fixings to be provided) 2 X benches to be purchased as spares. Members <b>RECOMMENDED:</b> for grounds maintenance contractor to fit benches.</li> <li>• <b>Renewal of Grounds Maintenance Contract</b> – Members noted that KPI training session to take place on Thursday 1<sup>st</sup> February,</li> </ul>	<p>TM</p> <p>TM</p>

	<p>9.00 am – 12.00 Noon via a Zoom link. Cllrs Moulton and Woodward and grounds maintenance contractor invited to attend.</p> <ul style="list-style-type: none"> <li>• <b>Free trees update</b> – Members noted that grounds maintenance contractor had been asked to plant the remainder of the trees at Car Hill Rock and at the park near to Holland Close.</li> <li>• <b>Resident request for litter picking scheme</b> – Members <b>RECOMMENDED:</b> that as the parish council does not have a current litter picking scheme, resident to be re-directed to NWLDC.</li> <li>• <b>Alteration to corner of Church lane pathway</b> – further details required as to what is required and the way forward.</li> </ul>	
<b>3441</b>	<b>LAND MATTERS – KING GEORGE’S FIELD</b>	
	<i>N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council</i>	
	Members noted/ <b>resolved:</b>	
	<b>WHITWICK PARK</b>	
	<ul style="list-style-type: none"> <li>• <b>Repairs to toilet doors</b> – Ongoing – Members noted new suppliers to be sourced for quotations.</li> </ul>	<b>TM</b>
	<ul style="list-style-type: none"> <li>• <b>Bowls Green</b> – Two reports had been provided previously. No.2 report is the final document. The second company recommended to retest the sprinkler system before the final rebricking. Members suggested writing a letter of complaint to the initial company stating the council’s dissatisfaction at the work carried out.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Vandalism to rocking horse</b> – Ongoing – waiting for an update from contractor.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Damaged barriers near to skate park</b> – Ongoing – Members noted new suppliers to be sourced for quotations.</li> </ul>	<b>TM</b>
	<ul style="list-style-type: none"> <li>• <b>Damaged wire fence next to memorial wall</b> – Grounds maintenance contractor to fix fencing to the wall and infill gap.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Playground Inspection Results – Update on removal of basketball hoop</b> – Letters had been distributed to residents giving two weeks to remove the basketball hoop. Grounds maintenance contractor to take down if not removed within this timescale.</li> </ul>	<b>TM</b>

	<ul style="list-style-type: none"> <li>• <b>Dangerous tree on Robinson Road</b> – Members noted that grounds maintenance contractor had been instructed to remove the tree.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Resident query re: pathway in park</b> - Members noted residents concern with regards to uneven gravel chippings. Acting Parish Manager to consult grounds maintenance contractor to investigate.</li> </ul>	
<b>3442</b>	<b>LAND MATTERS – EXCEPT KGV LAND</b>	
	<b>PARSONWOOD HILL RECREATION GROUND</b>	
	<ul style="list-style-type: none"> <li>• <b>Consideration for re-siting of access to Parsonwood Hill Recreation Ground</b> – Ongoing, members requested item to be carried forward to a future agenda.</li> </ul>	
	<b>ALLOTMENTS</b>	
	<ul style="list-style-type: none"> <li>• <b>TRAS – Tree overhanging allotment plot and main road</b> – Ongoing. Members noted that the parish preferred contractor had been chased for a date to complete the work.</li> </ul>	
	<b>RECREATION/OPEN SPACES</b>	
	<ul style="list-style-type: none"> <li>• <b>Footpath behind Tressall Road – Standing Water</b> – Ongoing. Members noted that Leicestershire County Council are currently corresponding with Friends of Holly Hayes Wood regarding the removal of trees.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>The Elms</b> – Members noted that fence panels had blown down due to high winds. Members <b>RECOMMENDED:</b> that further investigation to be carried out regarding ownership of fence panels/land.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Flag Flying</b> – Members noted Christmas tree lights to be taken down on Friday 5<sup>th</sup> January. Members <b>RECOMMENDED:</b> that Whitwick Parish Council flag to be flown for foreseeable future.</li> </ul>	
<b>3443</b>	<b>BUILDINGS’ MANAGEMENT – ALL OWNED BUILDINGS</b>	
	<b>PARK HALL</b>	
	<ul style="list-style-type: none"> <li>• <b>Well Pump</b> – Members <b>RECOMMENDED:</b> that contractor to be instructed to service the well pump.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Window Blinds</b> – Ongoing - Members <b>RECOMMENDED:</b> Acting Parish Manager to inform hirer of potential insurance implications.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Hot water boiler in kitchen</b> – Members noted there are still issues with the hot water boiler. Members <b>RECOMMENDED:</b> that boiler to be descaled by caretaker as soon as possible.</li> </ul>	
	<b>COMMUNITY OFFICE</b>	
	<ul style="list-style-type: none"> <li>• <b>Damp problem in Community Office</b> – Ongoing, contractor has been contacted, awaiting a reply.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Repair required to emergency office light</b> – Ongoing, members noted that repair was on hold pending removal of pests in ceiling.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Pests in roof space</b> – Ongoing – monitoring noise over the next two weeks due to recommendation from contractor. Members <b>RECOMMENDED:</b> that an alternative contractor be contacted with regard to removal of pests and work to roof space and ceiling.</li> </ul>	
	<b>PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION</b>	
	<b>OLD RAILWAY STATION</b>	
	<ul style="list-style-type: none"> <li>• <b>Damp</b> – Ongoing, contractor had been chased for a start date for work to be carried out.</li> </ul>	
<b>3444</b>	<b>OTHER MATTERS FOR FUTURE AGENDA</b>	
	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
Full signature of Chairman: ..... <i>aBarber</i> ..... Date: ..... <i>4-3-23</i> .....		
The Chairman closed the meeting at 9:10 pm		

Cllr Moulton left the meeting at 8.45 pm