

Website: www.whitwickpc.org.uk

MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday 15th February 2024 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor S Colledge

Cllrs Briers, Collins, Gillard, [Items 3458 - 3477] Moulton, Roach, Woodward and Wyatt

In Attendance:

Sharon Kaye, Parish Manager

Tracey McLean, Acting Parish Manager

1 member of the public, leaving the meeting after Item 3478 at 8.40 pm

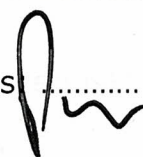
Prior to the meeting taking place, the Chair informed everyone present that Cllr Howe's funeral would be taking place on Friday 16th February 2024, with a church service at St John the Baptist commencing at 1.00 pm. The Chair confirmed that a wreath would be sent on behalf of Councillors and staff expressing their condolences.

A minute's silence was observed.

		ACTION
3458	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllrs Barker and Casson. It was noted that Cllr Greenwood was absent without apology.	
3459	DECLARATIONS OF INTEREST	
	Cllr Briers had nothing to declare.	
	Cllr Wyatt declared a registrable interest in all matters relating to North West Leicestershire District Council.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods a registerable interest as a member of Whitwick	

	Historical Group and a registerable interest in the Quarry Liaison Group.	
	Cllr Moulton declared a registerable interest in Whitwick Historical Group as Link Councillor and a member, a registerable interest in Whitwick Bowls Club as a Link Councillor and a member, a registerable interest in Thornborough Road Allotment Society as a Link Councillor, a registerable interest in Walkers Flats Allotments as a Link Councillor, a registerable interest in Whitwick Action Group as a member and all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward.	
	Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member (and Ashby), a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest and registerable interest as a member of Woodstock in Whitwick Committee, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site, a registerable interest as a point of contact for Meadow Barn View and a registrable interest as a supporter of Coalville C.A.N.	
	Cllr Collins declared a disclosable pecuniary interest as a trustee member of Whitwick Historical Group.	
	Cllr Roach had nothing to declare.	
	Cllr Gillard declared a registerable interest in all matters relating to North West Leicestershire District Council and Leicestershire County Council.	
3460	MINUTES	
	Members RESOLVED that: Minutes of the meeting that took place on 16 th November 2023 be deferred to the meeting due to take place on Thursday 21 st March 2024	SK/TM
3461	COMMUNITY POLICING	
	Members noted that PCSO Emma Ramsey had sent her apologies as she was unavailable to attend the meeting. No further dates for Beat Surgeries had been confirmed at present.	
	Members considered the request by local PCSO's to use Park Hall for 'hot desking'. Members RESOLVED : that any agreed dates for hire	

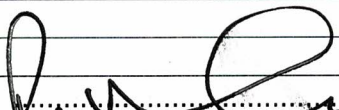
	by PCSO's would be chargeable and would require payment for the hire period.	TM
3462	PUBLIC QUESTION AND ANSWER SESSION	
	A member of the public made a brief speech with regard to the late Cllr Derek Howe.	
3463	COMMUNITY PROJECTS	
	a) Members noted that: Vehicle Activated Signs (VAS) – production of data from the last location had been circulated and published at https://whitwickpc.org.uk/news/ signs were moved to the next location (Hall Lane) on 9 th February 2024. The Acting Parish Manager informed members that a new lamppost had been installed on Hall Lane and the VAS bracket had been re-attached much too high causing problems with readings from the VAS equipment. Grounds maintenance contractor had been instructed to lower the bracket as soon as possible.	
3464	THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE	
	No official report available.	
3465	EVENTS 2023	
	Members noted:	
	a) Woodstock Easter Event – Sunday 24th March 2024 - The event will take at Whitwick Park. The Chair extended an invitation to all members to attend the event.	
3466	PLANNING AND LICENSING MATTERS	
	a) Applications – The Council had been consulted by NWLDC on the following applications:	
	REF: 24/00051/VCI – 42 Coverdale, Whitwick - Amendments to Condition No. 7 of planning permission 22/00811/FUL which was for the change of use to a mixed residential and beauty salon operating from new detached outbuilding to change the opening hours from Monday 10am - 6 pm, Friday 10 am - 6 pm and Saturday 9am - 2 pm to Monday -Wednesday 9 am - 6 pm, Friday 9 am - 6 pm and Saturday 9 am - 2 pm – Deadline – 8th February 2024	



	Members RESOLVED: No objection	TM
	REF: 24/00071/FUL – 5 Clarke Close, Whitwick – Erection of single-storey side/rear extension – Deadline date 15th February 2024 Members RESOLVED: No objection	TM
	REF: 24/00123/FUL – 3 Lakeside View, Whitwick – Erection of single storey rear extension, front porch and single storey home office building to side – Deadline 27th February 2024 – Members RESOLVED: No objection	TM
	b)Decisions by NWLDC who had now approved the following applications:	
	REF: 23/01613/FUL – 11 Carterdale, Whitwick – Extension to entrance hall and formation of a level access – Deadline date 29th December – Deadline extended to 19th January 2024 – Permitted 23rd January 2024 & non-material amendment permitted 7th February 2024	
	REF: 23/01708/LBC – Whitwick Day Nursery, Market Place, Whitwick- internal alterations and installation of mechanical extract fans – Deadline 31st January- Permitted 8th February 2024	
	c) For information:	
	REF: 24/00172/CLP – 199 Talbot Street, Whitwick – Certificate of Lawful Proposed Use for the erection of a single storey rear extension – Information only	
3467	PROCUREMENT & TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT	
	Members noted that a KPI training session had taken place on Thursday 1 st February 2024. The Parish Manager provided a brief update.	
3468	HALL HIRE FOR POLICE & CRIME COMMISSIONER ELECTIONS – 2nd May 2024	
	Members RESOLVED: that a fee of £800.00 (including cost increase due to inflation) would be charged for the hire of Park Hall on Thursday 2 nd May 2024.	TM

3469	MEETING DATES FOR 2024	
	Members RESOLVED: that the following revised meeting dates be accepted: <u>Council Meetings</u> – Thursday 16 th May 2024 at 6.30 pm Annual Parish Meeting, 7.00 pm Annual Council Meeting. <u>Property Management & General Purposes Committee</u> – Thursday 9 th May 2024, 7.00 (provisionally to be moved due to Police and Crime Commissioner Elections).	TM TM
3470	RATES OF HIRE FOR PARK HALL (from 1st April 2024)	
	Members RESOLVED:	
	Annual Garden Extension Licences (none currently): £30 (or to review on application) Annual Licence to use land (none forecast): £200.00 (or to review on application) Allotments: agreement of allotment charges to be deferred until meeting with allotment societies, date TBC Bowling Green: Bowls Club season: agreement of charges to be deferred until meeting with representatives from bowls club Individual season ticket - £44.10 Hire Charges – Park and Pavilion: Hourly Rate – casual hirers to increase from £15.00 to £15.50 Hourly Rate – block booking customers to increase from £12.00 to £12.50 Railway Station Lease - £1.00 Tennis Courts: Singles/Doubles Match: FOC	TM
3471	CHRISTMAS LIGHTS IN WHITWICK	
	Members RESOLVED: Parish Manager/Acting Parish Manager to seek advice and information as to Christmas lighting arrangements in neighbouring parishes/NWLDC.	SK/TM
3472	DRAFT NWLDC LOCAL PLAN 2020 - 2040	
	Members RESOLVED: that a public Local Plan drop-in session be arranged as soon as possible. A possible venue identified as Whitwick Methodist Church Hall. The Chair to contact the venue for available dates and times.	SC
3473	RESIDENT REQUEST FOR WPC COMMUNITY OFFICE TO HOST LOCAL PETITION (BUS SERVICE)	

	Members RESOLVED: to refuse the request to host a local petition, as the building did not have the capacity in terms of space. Also, the Community Office would be closed to the public for refurbishment within the next few weeks.	TM
3474	APPEALS PANEL – MEMBER VACANCY	
	Members RESOLVED: that Cllr Colledge would join the Appeals Committee.	
3475	RESIDENT REQUEST FOR ATTENDANCE AT MEETING RE: LITTER ON FOOTBALL PITCHES	
	Members RESOLVED: that as the land in question did not belong to the parish council, the resident would be signposted towards NWLDC/Everyone Active.	TM
3476	DISTRICT COUNCILLORS’ REPORTS	
	Cllr Gillard reported that he was continuing to attempt to re-instate the bus route in Whitwick, dealing with casework and planning issues.	
	Cllr Wyatt nothing to report.	
	Cllr Moulton nothing to report.	
3477	COUNTY COUNCILLOR’S REPORT	
	Cllr Gillard nothing to report.	
3478	ACCOUNTS FOR PAYMENT & FINANCE	
	Members noted:	
	a) Details of income and expenditure account as at 15 th February 2024 provided;	
	b) Details of payments made for February 2024 (including salaries) provided;	
	c) Details to note – the latest bank balances as at 31 st January 2024 – Unity current account £131,442.16; Unity Deposit account £12,589.30; CCLA Public Sector Deposit Fund £222,000.00	
	EXCLUSION OF PUBLIC AND PRESS	
	Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and	

	press is excluded from parts of the meeting 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.	
3479	STAFFING	
	a) Update from Staffing Committee re: Parish Manager appointment	
	Members noted that the Parish Manager was now in post, commencing employment on 1 st February 2024. A tour of the land had taken place and partial induction complete.	
	b) Temporary Admin Assistant Contract	
	Members noted that the current temporary Admin Assistant would be leaving the employ of the parish council on 31 st March 2024. Parish Manager and Acting Parish Manager to discuss hours and duties going forward.	SK/TM
	c) Proposed Office Closure	
	Members RESOLVED: that the Community Office be closed as a priority (for a period of time) to allow the parish preferred contractor to carry out building work to downpipe and roof. Contractor to also remove and replace ceiling tiles and insulation (once it is ascertained that pests cannot gain continued access to the building). Internal decoration to take place and new flooring to be provided. Community Office working area to be redesigned with fit for purpose furniture, updated filing system, photocopier and IT system. It was suggested that staff could use the office at Park Hall to continue with business as usual whilst the Community Office was closed. Date for office closure dependant on contractor availability.	SK
	DATE OF NEXT MEETING	
	Thursday 21 st March 2023 at 7.00 pm	
	The Chair terminated the meeting at 8.50 pm	
	FULL SIGNATURE OF CHAIR:  DATE: 21/03/2024	

CLlr Gillard left the meeting at 8.40 pm