



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

MINUTES of the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 7th March 2024 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman), Councillor P Moulton, Councillor S Colledge, Mrs A Barker, Ms J McNeice.

In Attendance:

John Prattley, Gavin Broughton, Alan McKeown, Linda McDermott, John Cort, Whitwick Bowls Club.

Ms S Kaye, Parish Manager and Mrs A Rennocks, Administration Assistant.

6 Members of the public, leaving the meeting after item 3484 at 7.31pm.

Prior to the start of the meeting the Chair welcomed the new Parish Manager Sharon Kaye and Aimee Rennocks, our Parish Administration Assistant.

3480 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ray Woodward and Cllr Phil Casson. **RECEIVED AND NOTED** by the Committee.

3481 DECLARATIONS OF INTEREST

Mrs J McNeice nothing to declare.

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 registerable interest as a supporter of Coalville C.A.N.

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 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.

Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.

3482 MINUTES

The following agenda items were clarified from the non-quorate meeting on the 4th January 2024.

3442 Change flying the Ukrainian flag to the Whitwick Parish Council flag.

RESOLVED: to revert to St George's flag as per the Council's flag policy

3441 Resident query re pathway at the park and uneven gravel chippings.

RECOMMENDED this item be added to the agenda for the next meeting to allow time to have another look at the issue prior to making a decision.

On the motion of Councillor Colledge, seconded by Mrs A Barker.

RESOLVED: that the minutes of the Property Management & General Purposes Committee on **Thursday 7th December 2023** be approved as a correct record and signed by the Chairman.

RESOLVED: that the agenda items recommended from the non-quorate meeting on **Thursday 4th January 2024** be approved

3483 PUBLIC QUESTION AND ANSWER SESSION

No questions.

3484 WHITWICK BOWLS CLUB

The Chair thanked the members of Whitwick Bowls Club for attending.

Councillor Colledge reported that Full Council had discussed the costs involved with running the Bowls Club and a rent increase had been proposed. The increase proposed would be in line with inflation and as part of the increased Precept. Members of Whitwick Bowls Club presented details to the Committee regarding the club and its current position.

On the motion of Councillor Barker, seconded by Councillor Moulton.

RESOLVED: After listening to what the Whitwick Bowls Club have told us about running the club, we recommend that the fee stays at £1000 per annum, which will be put to Full Council at the next meeting on the 21st March 2024.

All members of the public left the meeting at 7.31pm.

3485 TREE MAINTENANCE

WPC 0.12 Provision of trees – update to be provided

The Administration Assistant presented details of the 6 trees agreed to be purchased. 4 have been delivered and planted by Councillor Barker, Mrs A Barker and Councillor Moulton. 2 trees were not available from the supplier.

A public question had been received asking when the residual 6 trees of the 12 mature trees funded by Bardon Aggregate Community Grant Fund's donation of £3000 would be planted at Hillary Crescent.

An update will be provided to this item once the original grant application details have been confirmed in terms of any location specified. The council had been looking at other locations to plant the trees and confirmed that all other aspects of the grant had now been fulfilled.

RECEIVED AND NOTED by the Committee.

WPC 0.08 Overhanging tree onto resident's property – update to be provided

The Administration Assistant presented details that the work had been completed.

RECEIVED AND NOTED by the Committee.

WPC 0.08 Storm Damage to car (Attachment 1)

The Administration Assistant presented details from the Grounds Maintenance Contractor regarding the tree health and also the Insurer's advice. The resident had also been updated.

RECEIVED AND NOTED by the Committee.

3486 PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

a) Allotments Link Councillor – Thornborough Road – Update:

b) Allotments Link Councillor – Walker Flats – Update:

Councillor Moulton confirmed nothing to report.

RECEIVED AND NOTED by the Committee.

PROJECTS:

Provision of CCTV in conjunction with NWLDC (Attachment 2) –

The Administration Assistant presented details of the Kegworth Parish Council sample policy, recommended by Paul Collett at NWLDC. He is due to attend a meeting in March so a further update will follow, regarding whether funding of approximately £5,000-£6,000 will be available to purchase a camera.

On the motion of Councillor Colledge, seconded by Ms J McNeice

RESOLVED: Recommend to Full council that we adopt a CCTV Policy in line with the one that is at Kegworth Parish Council, to be merged with the existing Council CCTV Policy.

Car Parking Signs for Whitwick Park –

The Administration Assistant presented details of heights for the signs previously agreed.

With regards to the revised signs, Councillor Colledge raised resident's concerns regarding the park being locked up at 3.30pm during February half term whilst it was still light.

RESOLVED: Specification for the pole to be 2.5m and the sign to be the longer style sign. Park closing time on the main sign for February to be amended to 5.30pm. October to remain at the existing 5.30pm closing time.

Memorial Arch –

The Administration Assistant presented details confirming that the arch has been ordered under the revised design specification agreed at the 7th December 2023 meeting.

RESOLVED: Quotes to be obtained from contractors for construction of the brick pillars containing a metal post, and installation. Diagrams have already been obtained for the size of the pillars.

Provision of Memorial Tree in Memorial Garden –

The Administration Assistant presented details that the preferred tree surgeon had had surgery and was recuperating, so an update would be provided once he was able to.

RECEIVED AND NOTED by the Committee.

LCC Grit Bin Provision – The Administration Assistant presented details confirming 3 of the 4 grit bins applied for had been approved. Locations approved are George Street (x1) and St Bernard's Road (x2). The grit bin on Hogarth Road has been refused due to underground services present. Total amount of funding to be transferred into parish bank account is £1,500 for the grit bins to be sourced. Members confirmed the Parish Council are responsible for refilling them.

RESOLVED: Clarke Close nominated as an alternative location to be reviewed and a grit bin applied for if suitable.

Members Highway Funding – benches –

The Administration Assistant presented details that 5 benches had been ordered with fixing kits for concrete slabs and were due for delivery mid-April.

RESOLVED: Grounds maintenance contractor to install on slabs. 1 new for Holly Hayes. 1 near the Winding Wheel. 2 to replace the existing 2 benches between Silver Street (Doner Master) and Hall Lane. 1 to replace the existing bench at the top of Cademan Street. Existing wooden ones to be put into store. Councillor Barker to supervise the installation.

Renewal of Grounds Maintenance Contract –

The Administration Assistant presented details confirming the contract had been scrutinised by Ms J McNeice and Aimee Rennocks as previously requested by the Committee.

Councillor Colledge requested an addendum was added to the confirmation letter which was discussed.

On the motion of Councillor Colledge, seconded by Councillor Moulton

RESOLVED: To approve the Grounds Maintenance Contract and to add an addendum to the corresponding letter sent out stating there were some minor discrepancies in the calculations but we accept this was just an error, as they are charging us for the work actually completed.

Free trees update –

The Administration Assistant presented details confirming the residual trees had been planted at Car Hill Rock on 23rd January 2024 and also from the hedge to the rear of the park hall bordering Holland Close. We have now planted 850 trees as part of the Free Tree Scheme working along with the Woodland Trust, looking after the environment.

RECEIVED AND NOTED by the Committee.

Alteration to corner of Church Lane pathway –

Councillor Colledge confirmed that the proposal for the Highways Fund was turned down. The path going down towards the church, you have to walk across the grass and it is not a proper footpath and it gets very muddy so residents have to work into the road. There is a dropped Path section to the left, but not to go straight ahead to the church.

RESOLVED: To contact Leicestershire County Council highways department to come and have a look at the location.

3487 LAND MATTERS – KING GEORGES FIELD

N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council.

WHITWICK PARK

Crumbling bricks on mural wall – Members confirmed it was a paint issue, not crumbling bricks.

RESOLVED: To contact the artist and ask him to repair the paintwork, under existing delegated powers.

Repairs to toilet doors – The administration assistant confirmed no work had been carried out on this issue and further information was required from the acting deputy manager with regards to a previous quote obtained and the specification.

RECEIVED AND NOTED by the Committee.

Bowls Green - a) Problems with irrigation system / response from Glen Farrow – The administration assistant presented details regarding the situation

with the sprinklers and quote received and work carried out by secondary contractor.

RESOLVED: To contact preferred building contractor to get the sprinkler housing bricks rebuilt, pea gravel into housing area to keep the sprinkler in position, then a wooden board on top instead of concrete and artificial grass.

Bowls Green - b) Sign required for gate leading to bowls green – The agenda item was not discussed.

Bowls Green - c) Servicing irrigation system – The administration assistant presented details of the servicing agreement.

On the motion of Councillor Colledge, seconded by Ms J McNeice

RESOLVED: To contact preferred servicing contractor to see if pre-pay option was still available at the cheaper cost.

Vandalism to rocking horse – The administration assistant presented details confirming the replacement seats had been installed on 8/2/24.

RECEIVED AND NOTED by the Committee.

Damaged barriers near to skate park – The administration assistant presented details confirming that this is still outstanding but that the work is intended to be carried out at the same time as the toilet doors are reinstated.

RECEIVED AND NOTED by the Committee.

Damaged wire fence next to memorial wall – The administration assistant presented details confirming the Grounds Maintenance Contractor have obtained quotes for a wall mounted post and a stand alone post. 2 posts and one panel are required.

On the motion of Councillor Mout, seconded by Councillor Colledge

RESOLVED: To proceed with the work required as specified in the quote, at a cost of £363.11 plus vat.

Playground Inspection Results – a) Update on removal of basketball hoop

The administration assistant presented details confirming the hoop had been removed over Christmas 2023.

RECEIVED AND NOTED by the Committee.

Playground Inspection Results – b) Play inspection company to carry out annual inspections in October 2024 – The administration assistant presented a repeat order request had been received to continue to use the existing contractor for the next inspection.

RESOLVED: To proceed with the booking for the play inspection with the same contractor, for October 2024.

Jubilee clips suggested for railings in park – Councillor Barker confirmed he had the jubilee clips and would be attaching them at the park. This would then be reviewed at a future meeting.

RECEIVED AND NOTED by the Committee.

Lights on park driveway – The administration assistant presented details confirming the timer and manual has now been found and a button on the wall has been covered which was being knocked and the timer has been checked. Issue should be resolved now but to reviewed if any further resident reports received.

RECEIVED AND NOTED by the Committee.

PARSONWOOD HILL RECREATION GROUND

Consideration for re-siting of vehicle access gate – The administration assistant presented details that NWLDC carried out the previous work and the contractor used.

DEFERRED by the Committee.

Mowing of field at Parsonwood Hill – The administration assistant presented details of a request for earlier mowing of the field outside of the Grounds Maintenance contract and use of the field for other purposes.

RESOLVED: Councillor Barker, Ms J McNeice and the Parish Manager to have a meeting with the head teacher of St John the Baptist School, to confirm that it is charitable land and as trustees we have to honour our responsibilities, and confirm what use the land can be used for.

RESOLVED: To ask Grounds Maintenance Contractor to put extra fine gravel down by the pedestrian gates due to deterioration in the ground with the bad weather.

3488 LAND MATTERS – EXCEPT KGV LAND

ALLOTMENTS

TRAS – Overhanging tree on allotment plot – The administration assistant presented details confirming the work had been carried out on 5/2/24 by the parish preferred contractor. Members to review the work as tree was also overhanging onto Thornborough Road, near to wires.

RESOLVED: Members to review the work as the tree was also overhanging onto Thornborough Road, near to wiring. Parish Office to also contact the Allotments management to confirm if the work has been carried out to the required standard.

RECREATION/OPEN SPACES

Footpath behind Tressall Road – Standing Water – The administration assistant confirmed she had not got a date from LCC Highways department and Friends of Holly Hayes wood for a meeting as yet.

RESOLVED: Councillor Barker to contact the chair of Holly Hayes wood.

Illegal motorcycle riding in woods – The administration assistant presented details of a resident's concern regarding illegal riding of bikes in the woods off Swannymote Road. She confirmed the resident had been referred to 101 and also the local PCSO, who had been in touch with the resident.

RESOLVED: To contact the resident and confirm that the land was privately owned, so the Parish Council were unable to do anything.

Snowdrop planting at Cademan Street by resident – The administration assistant presented details of a local resident who had undertaken planting of snowdrop bulbs.

RESOLVED: To contact the resident and offer the Parish Council's thanks.

Tree planting at Car Hill Rock – The administration assistant confirmed this item had been completed on 23/1/24.

RECEIVED AND NOTED by the Committee.

Fencing at The Elms – The administration assistant presented land registry documentation that showed the fence did not belong to the Parish Council.

RECEIVED AND NOTED by the Committee.

Swannymote – graffiti on picnic bench – The administration assistant presented a photo.

RECEIVED AND NOTED by the Committee.

3489 BUILDINGS MANAGEMENT – ALL OWNED BUILDINGS

PARK HALL

Well Pump – The administration assistant presented details that it was drained 13/10/23 by caretakers, serviced on 8/1/24 by contractor and 2 floats replaced.

RECEIVED AND NOTED by the Committee.

Hot water boiler in kitchen – The administration assistant presented details that the engineer had attended 4/3/24 and 3 sensors replaced. Councillor Barker thanked the administration assistant for getting this issue resolved.

RECEIVED AND NOTED by the Committee.

PAT Testing – The administration assistant presented details that this had been completed for all buildings on 12/2/24. Committee discussed whether it had been booked in for this year and whether it was a legal requirement and how often it should be carried out. Cost of testing equipment vs contractor cost required.

DEFERRED by the Committee.

Installation of SMART meters – The administration assistant presented details that this had had to be rescheduled to Friday 8th March.

RECEIVED AND NOTED by the Committee.

Electrics tripping – The administration assistant presented details that the electrician had not been able to diagnose as no problem at the time. Contractor had made some advisory comments which were discussed by the committee.

RECEIVED AND NOTED by the Committee.

Chairman moved to extend the meeting by 10 minutes, seconded by Councillor Colledge.

Boiler service – The administration assistant confirmed that the contractor had not turned up for their booking and she was awaiting a new date from them.

RECEIVED AND NOTED by the Committee.

COMMUNITY OFFICE

Damp problem in office – The administration assistant presented details that the contractor had dug the channels on 5/1/24.

RECEIVED AND NOTED by the Committee.

Repair required to emergency office light – The administration assistant presented details that this work was on hold pending resolution of the rats issue.

RECEIVED AND NOTED by the Committee.

Pests in roof space – The administration assistant presented details that the building contractor had been today to remove the redundant drainpipe, cap off and concrete outlet, and supply mesh guard. Quote and date for work to start is still outstanding. Committee confirmed this is being discussed at the Staffing Committee meeting the following week.

RECEIVED AND NOTED by the Committee.

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION

Old Railway Station

Damp problems/ongoing work – The administration assistant presented details that the pointing work had been completed on 31/1/24. She also confirmed extra details about the previous work regarding the guttering work and previous damp work carried out. The heating system to be kept on at 18 degrees minimum and the service had already been carried out, was also discussed. As it is an older building it will need monitoring.

RECEIVED AND NOTED by the Committee.

Bracket on guttering to be replaced – The administration assistant presented details that this had been allocated to the contractor to repair.

RECEIVED AND NOTED by the Committee.

Prior to drawing the meeting to a close, the chairman stated that the Administration Assistant was leaving the Parish Council and he would like to thank her for all that

she has done for the Council while she has been with them and they show a lot of gratitude towards her for everything and wish her all the best for the future. Councillor Moulton also added she will be a great loss to the Council. She is very professional in what she does. This was echoed by Councillor Colledge.

3490 OTHER MATTERS FOR FUTURE AGENDA

No items discussed

Meeting closed at 9.14pm.

Full Signature of Chairman *ABarker* Date *4-4-24*