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

**MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday  
19<sup>th</sup> Sept at 7.00 pm in Park Hall, Whitwick Park, North Street, Whitwick,  
Coalville, Leicestershire LE67 5DT**

Present: Councillor S Colledge (Chair)

Cllr R Woodward, Cllr P Moulton, Cllr A Roach, Cllr A Briers, Cllr L Collins.

In Attendance:

Sharon Kaye, Parish Manager

Hollie Seager, Deputy Clerk

Hayley Wilson, Administrator

Members of public present: Approx. 100

Meeting start time: 7:01pm

		ACTION
<b>3675</b>	<b>APOLOGIES FOR ABSENCE</b>	
	It was <b>RESOLVED</b> to accept and approve apologies from Cllr Casson and Cllr Barker. Cllr M Wyatt is in another meeting and will be attending the meeting but will be late.	
<b>3676</b>	<b>DECLARATIONS OF INTEREST</b>	
	Cllr Briers had nothing to declare.	
	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 declared an interest as a member on the staffing committee.	
<b>3677</b>	<b>PUBLIC PARTICIPATION SESSION</b>	
	Local Plan 2020-2040 A large public debate regarding the local plan for school lane/brooks lane/church lane. It was confirmed that WPC are keen to keep 'the green wedge' and protect the green land. There is NO plan in the local plan currently for that area. No applications are in.	
<b>3678</b>	<b>DRAFT NWLDC PLAN 2020-2040</b>	
	Spoken about in the above public session.	
<b>3679</b>	<b>BOUNDARY REVIEW</b>	
	Review of local wards and areas. All at NWLDC voting. Boundary review working party have put together a plan. There will be further consultation from 03/09/2024 – 11/11/2024. All information available on NWLDC website. At this stage it is only draft recommendations. They are recommending using Grace Dieu brook as a boundary. Thringstone as one ward. Swannington as one ward. 2 Whitwick wards – 'Whitwick North and Whitwick South' Final proposals due Feb 2025. No response from WPC until they have put in a final submission.	
<b>3680</b>	<b>POLLING STATIONS REVIEW</b>	
	Consultation 2 <sup>nd</sup> – 27 <sup>th</sup> Sept 2024 We welcome all comments and any requests for change include suggestions of any alternative locations. No suggestions from WPC. Revisit. Ongoing.	
<b>3681</b>	<b>MINUTES</b>	
	Thursday 18th April 2024 – deferred Thursday 16th May 2024 Annual Council – deferred Thursday 20th June 2024 – Tabled Thursday 18th July 2024 – Awaiting production Thursday 31st July 2024 – Awaiting production  <b>RESOLVED:</b> Cllr S Colledge proposed to defer the 4 sets above. Seconded and moved. <b>RESOLVED:</b> 20 <sup>th</sup> June minutes. - Cllr T Gillard requested an amendment as he put an apology in the for that meeting and it wasn't recorded. Cllr A Briers also put her apology in, and it wasn't recorded as we could not understand the text message sent to the council office phone that was inaudible. Deferred until amendments sorted.	
<b>3682</b>	<b>PMGP MINUTES</b>	
	Thursday 5th September 2024 – deferred. <b>RESOLVED TO DEFER:</b> S colledge proposed. Cllr L Collins seconded. All approved.	
<b>3683</b>	<b>STAFFING COMMITTEE MINUTES</b>	
	11th March 2024 – Appendix E-1 18th April 2024 – Appendix E-2 5th September 2024 – Appendix E-3 13th September 2024 – Deferred as only last week. <b>RESOLVED: all minutes noted</b>	
<b>3684</b>	<b>GRANT APPLICATIONS</b>	
	<b>Walkers Flats Allotment Society Signage APPENDIX F1-F6</b>	

	<p>An application has been received from Walkers Flats Allotment Society requesting up to £250 towards the cost of some new health and safety signage. (Estimated project cost is £211.20 –initial quote provided.) (see attached information). To receive and approve the WFAS grant application.</p> <p><b>RESOLVED:</b> WPC Deferred – to go back to the allotment society regarding the wording of ‘restricted access only plot holders and their guests are allowed on this allotment site.’ It doesn’t fit the criteria.</p> <p><b>b) WHITWICK METHODIST CHURCH DEFIBRILLATOR APPENDIX G1-G2</b> An application has been received from Whitwick Methodist Church requesting £250 towards the cost of their defibrillator project. (Project cost is £1500.00 plus installation and upkeep) (see attached information). To receive and approve the Whitwick Methodist Church grant application.</p> <p><b>RESOLVED:</b> WPC approved with the proviso – to go back to WMC regarding the wording, it must be clear that is a COMMUNITY defib, not only for church and church users. Proposed Cllr S Colledge, Seconded Cllr R Woodward.</p>	
<b>3685</b>	<b>FINANCE</b>	
	<ul style="list-style-type: none"> <li>• Bank balances received and noted.</li> <li>• Income and expenditure – tabled Wages haven’t been paid yet this month. Scribe software has been set up and can start retrieving reports. 3 councillors set up with BACS approval. Test payments to be completed. From 5<sup>th</sup> October 2025, fixed the new wages payment date to 5<sup>th</sup> of month. Will work the whole month and be paid by BACS for the month worked on 5<sup>th</sup> of month.</li> </ul>	
<b>3686</b>	<b>PLANNING AND LICENSING MATTERS</b>	
	<p>Applications:</p> <ul style="list-style-type: none"> <li>• Loughborough Road – Berrington Court application, deadline 30<sup>th</sup> Sept 2024. No objection.</li> <li>• 5 self-build dwellings land off Loughborough Road. Extension approved 6<sup>th</sup> Sept 2024. No objection.</li> <li>• 2 Dumps Road, Whitwick, single storey extension. No objection. <b>Permitted</b></li> <li>• 40 Hogarth Road – extension – no objection. <b>Permitted</b></li> <li>• Demolition of ‘The Oak Tree’ at Whitwick – withdrawn 23<sup>rd</sup> August 2024. NWLDC submitted the wrong form. <b>Objected. Its 300 years old.</b></li> <li>• 35 Gracedieu Road – alteration to patio and boundary treatments. No objection. <b>Permitted</b></li> <li>• 2 Wakefield Drive – retention of rear facing dormer – no objection. <b>Permitted</b></li> <li>• 7 Grove Road – demolition of garage and erection of new driveway and self-build – refused 3 times and gone back to appeal 6<sup>th</sup> Sept 2024. <b>Refused.</b></li> <li>• 57 Talbot Street – Single storey rear extension – no objection. <b>Permitted</b></li> <li>• 110 Hermitage Road - removal of existing garage, siting of temp structure. No objection. <b>Permitted</b></li> <li>• 133 Talbot Street – erection of attached dwelling. No objection. <b>Permitted.</b></li> </ul>	
<b>3687</b>	<b>CASUAL VACANCY FOR A NEW COUNCILLOR</b>	
	<p>Cllr A Greenwood resigned 18<sup>th</sup> July 2024. Period of possible election through NWLDC expired after two weeks as per the process. No applications have been put in to go to full election, therefore WPC can proceed with co-election. Cllr S Colledge moved this item goes onto the next agenda.</p>	

<b>3688</b>	<b>LRALC AGM</b>	
	<p>To be held on Saturday 5<sup>th</sup> Oct 2024. 9:15am – 1pm. Cost £15pp. Nominated rep: Cllr P Moulton to attend as agreed. <b>RESOLVED: Approved for Cllr Moulton to attend and report back.</b></p> <p><b>Cllr T Gillard left the meeting at 8:21pm after item 15.</b> <b>Cllr M Wyatt arrived to the meeting at item 15 8:22pm.</b></p>	
<b>3689</b>	<b>SLCC NATIONAL CONFERENCE</b>	
	<p>8/9<sup>th</sup> Oct 2024. For Clerk to attend. £485 plus VAT includes 2-day course and overnight stay. Silver package. £195 plus VAT for one day. <b>RESOLVED: Cllr R Woodward moved. Seconded Cllr Moulton. Approved and carried for silver package.</b></p>	
<b>3690</b>	<b>ALLOTMENT MANAGEMENT AGREEMENTS</b>	
	<p>Clerk had a meeting with Chairman of WFAS (Walker Flats Allotments) Chatted re existing agreement, simplistic. Council would like both agreements to be uniform. Difficult as we own one site and the Wyggestons Hospital Charity own TRAS (Thornborough Road) <b>RESOLVED: Deferred. Have a meeting with TRAS and WFAS. PMGP Meeting is 3<sup>rd</sup> October 2024. Invite to PMGP or hold meeting before the PMGP meeting.</b></p>	
<b>3691</b>	<b>DE-FIB GRANT</b>	
	<p>Cllr Barker sent details to Clerk re DEFIB Grant that is available. Very expensive and we must match fund. Need to check the grant details with the 'match fund' policy. <b>RESOLVED: Clerk to come back with defib proposal and costs.</b></p>	
<b>3692</b>	<b>GOV.UK DOMAIN</b>	
	<p>Being encouraged strongly to move to a gov.uk domain. Website and emails. Domain feeds are more expensive, but there is a grant for the first year available. Very beneficial. Professional looking and shows you are a government legal entity. <b>RESOLVED: Clerk to look at costs involved and bring it back to full council.</b></p>	
<b>3693</b>	<b>EMAIL ACCOUNTS</b>	
	<p>Issues with certain Cllr emails bouncing. Clerk proposed to move to Microsoft 365 business subscription. Would allow office staff and Cllr's to have their emails available on tablets, laptops, phones etc. £10.30 per user per month. <b>RESOLVED: Approved for new Microsoft 365 business subscription.</b> <b>Proposed: Cllr S Colledge. Cllr Briers Seconded. Carried.</b></p>	
<b>3694</b>	<b>RECORDED VOTES</b>	
	<p><b>RESOLVED:</b> Agreed that it is recorded in minutes, with proposer, seconder, abstentions, rejections and carried items. NWLDC only record in favour or not of decisions. Only planning is recorded with proposer and seconder.</p>	
<b>3695</b>	<b>EVENTS 2024</b>	
	<p><b>Remembrance Parade 2024 –</b> Clerk currently working on, street closures applied for. Lord Lieutenant completed form and returned. Invitation to dignitaries to do. Scouts, Vicar, 4X4 all need contacting. Cllr Collins informed members that the local RBL Branch is under administration of Leicestershire branch until they have formed a new committee.</p> <p><b>Poppies on pavement –</b> included in our budget and precept. Poppies then appeared on social media being put on pavement. Conversations held with Cllr S Gillard and Wendy May at NWLDC. Initially agreed that WPC would have sponsored the poppies on the pavement outside St John Baptist Church.</p>	

	<p>Cllr S Colledge received an email from Cllr S Gillard, stating he was not prepared to accept a donation from WPC. Cllr Colledge reverted to conversations with NWLDC for a solution. It is NOT an NWLDC project. Any sponsorship money pays for the poppy painting. Any additional funds must be donated to main RBL branch.</p> <p>Cllr S Colledge proposed to leave that as is and install poppies at the BEGINNING of the parade. Therefore, the parish has more poppies on pavements for the community. NWLDC are prepared to install the poppies for us. Cost for 3 is £250.00, or we go down the route of MORE lamppost poppies and Tommy signs.</p> <p><b>RESOLVED: Proposed by Cllr R Woodward, fund 2 pavement poppies in the Market Place. No Secunder. Fallen proposal.</b></p> <p><b>Counter proposal – extend poppies on lamppost scheme. – Proposed Cllr L Collins. Secunder – Cllr A Roach. 1 vote against. Carried.</b></p> <p>Chair moved an extension of the meeting for a further 30 mins to 9:30pm to continue the meeting. Carried.</p> <p><b>Christmas 2024 –</b></p> <p>Cllr L Collins and Clerk met with Christmas decoration company and did tour around village for lamppost decs. Spoken to highways prior to filling in section 178 application. Lampposts will need stress testing and a quote from electrician for installation.</p> <p>Members to note - Christmas event meeting for Woodstock next Tuesday 24<sup>th</sup> Sept 2024.</p> <p>Cllr M Wyatt left the meeting at 9:26pm</p>	
<b>3696</b>	<b>COMMUNITY PROJECTS</b>	
	<p><b>VAS –</b> had issue with one camera, faulty battery. We have had to send it back for repair. The data has therefore not been accurate, it has now been fixed, and the battery is back. Proposed to order the 2 new VAS cameras with the grant money that Cllr T Gillard secured for us.</p> <p><b>Cllr M Wyatt left the meeting at 9:26pm</b></p> <p><b>Community Office –</b></p> <p>Office is all redecorated and all internal work completed. Thank you to the caretaker and the Parish Warden for taking time to decorate it. Staff have started to move back in to work from the Office.</p> <p>Introduction of new Admin Assistant to members.</p> <p>Relocation project – Cllr Barker, Cllr Roach and Cllr Moulton went to have a look at site options / container renovations. Clerk also contacted outdoor garden building company.</p> <p><b>Proposed new hours for community office –</b></p> <p>Tues, Weds Thurs 10am – 1pm.</p> <p><b>RESOLVED: Proposed Cllr R Woodward, Seconded Cllr L Collins. Carried.</b></p>	
<b>3697</b>	<b>CHAIRS REPORT</b>	
	None	
<b>3698</b>	<b>DISTRICT COUNCILLOR REPORT</b>	
	Rough sleeper in the village on Parish Council Land after a complaint from a resident come in. Cllr P Moulton approached the gentleman and sought help through NWLDC and got accommodation sorted for him.	
<b>3699</b>	<b>COUNTY COUNCILLOR REPORT</b>	
	None	

<b>3700</b>	<b>PARISH CLERKS REPORT</b>	
	Welcomed Deputy Clerk and Admin Assistant to the Parish Team. All contracts that have been issued have been sent to all Members.	
<b>3701</b>	<b>EXCLUSION OF PUBLIC AND PRESS</b>	
	<p><i>As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.</i></p> <p>To approve the exclusion of the public for the next agenda item. <b>Moved by Chair Cllr S Colledge.</b></p>	
<b>3702</b>	<b>STAFFING</b>	
	<p><b>Parish Manager Probation Period</b> To approve the Staffing Committee recommendation that the Parish Clerk probation period has been completed successfully, and the position be moved to a permanent full contract as of 1<sup>st</sup> August 2024. <b>Moved. Voted. Carried.</b></p> <p><b>Parish Manager Salary Increase</b> To approve the Staffing Committee recommendation that the Parish Clerk salary be increased from SCP 33 to SCP 34 as of 1st August 2024. <b>Moved. Voted. Carried.</b></p> <p><b>Annual SCP Salary Increases</b> To approve the Staffing Committee recommendation to follow NALC's Model Contract with regards to scheduled Scale Point salary increases to be 1st of April each year. <b>Moved. Voted. Carried.</b></p> <p><b>Capability</b> To note the Chair of Staffing and Parish Clerk to organise a meeting with the relevant member of staff to discuss capability issues raised. Meeting has happened 19<sup>th</sup> Sept 2024. Issues have been reported, and Clerk has noticed concerns. Monitor the situation over a 3-month period. Document everything that occurs.</p> <p>Refund 1 week hirer fee for Brownies Group for failed attendance of Caretaker. <b>Moved. Voted. Carried.</b></p> <p><b>Chair Cllr S Colledge moved to extend the meeting for 15 mins from 9:30pm.</b></p> <p><b>Toil</b> To receive a toil update from the Parish Clerk Toil hours – no update, deferred.</p> <p><b>Pensions</b> To note the staffing committee's proposal to have a pension meeting with example figures provided, prior to budgeting and precept discussions Autumn 2024. <b>Noted</b></p> <p><b>Recruitment</b> To approve the Parish Clerk is responsible for recruiting all future employees with the Staffing Committee and Parish Clerk recruitment to be the responsibility of the Staffing Committee. Confirmed as long as staffing committee informed, and full council informed.</p>	

<b>3703</b>	<b>FUTURE AGENDA ITEMS</b>	
	Any future agenda items to be sent to the Parish Clerk.	
<b>3704</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday 21 <sup>st</sup> Nov 2024 7pm	
	Thursday 12 <sup>th</sup> Dec 2024 7pm	
	The Chair terminated the meeting at 9:45pm	
	FULL SIGNATURE OF CHAIR: ..... DATE: .....	