



Website: www.whitwickpc.org.uk

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

**MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday
21st November 2024 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 M Wyatt.

In Attendance:
Sharon Kaye, Parish Manager

Members of public present: 2
Meeting start time: 7:01pm

| | | ACTION |
|-------------|--|---------------|
| 3718 | APOLOGIES FOR ABSENCE | |
| | It was RESOLVED to accept and approve apologies from Cllr P Casson, Cllr T Gillard, Cllr A Barker Cllr L Collins and Cllr A Briers. | |
| 3719 | DECLARATIONS OF INTEREST | |
| | Cllr M Wyatt declared an interest in any item relating to being a District Councillor. | |
| | 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 Roach had nothing to declare. | |
| 3720 | COMMUNITY POLICING – APPENDIX A | |
| | <p>PSCO Emma couldn't attend this evening, and no report sent through.</p> <p>Meet the surgery beat team dates were read out to all members.</p> <p>They will be available on Bardon Hill Beat Team on Leicestershire Police website and Facebook along with Whitwick Parish Council website and Facebook for the public to attend with any issues or concerns they would like to be raised.</p> <p>Cllr P Moulton mentioned school parking patrols. St John the Baptist has been patrolled, can we request the other two schools be done.</p> | |
| 3721 | PUBLIC PARTICIPATION SESSION | |
| | <p>Member of public spoke regarding a further consultation on local plan.</p> <p>Asked if the parish council were aware of another consultation date.</p> <p>Cllr P Moulton stated there should be another consultation in the New Year. There is a local plan briefing for councillors only on 5th December. Members will know a lot more of the intentions after this.</p> <p>Cllr M Wyatt stated there is a local plan meeting in December 2024.</p> <p>Cllr P Moulton advised the member of the public to contact NWLDC regarding the difficulties people are having with responding to local consultation and accessing the forms/information.</p> | |
| 3722 | GUEST INTRODUCTION – NWLDC COMMUNITY FOCUS OFFICER (Northern Parishes) | |
| | <p>Welcome to Gillian Squires –</p> <p>She gave a brief description of what her job entails and what she covers.</p> <p>Role – supporting parish councils and community groups especially if an issue, covers 3 or 4 different departments / teams within the District Council.</p> | |
| 3723 | MINUTES – APPENDIX B 1-6 | |
| | <p>Thursday 18th April 2024 – Appendix B-1</p> <p>Thursday 16th May 2024 Annual Council – Appendix B-2</p> <p>Thursday 20th June 2024 – Appendix B-3 amended</p> <p>Cllr Gillard did not give apologies for this meeting. Cllr A Briers sent apology by phone, minutes have been amended to reflect this.</p> <p>Thursday 18th July 2024 – Appendix B-4</p> <p>Thursday 31st July 2024 – Appendix B-5</p> <p>RESOLVED: all above minutes accepted on block. Proposed Cllr S Colledge, Seconded Cllr R Woodward. MOVED.</p> <p>Thursday 19th September 2024 – Appendix B-6, if available.</p> <p>RESOLVED: Cllr S Colledge proposed to defer to next meeting. Seconded Cllr A Barker. MOVED.</p> | |
| 3724 | PMGP MINUTES – APPENDIX C-1 | |
| | RESOLVED: Thursday 5 th PMGP September 2024 minutes. To note only. NOTED. | |
| 3725 | STAFFING COMMITTEE MINUTES | |
| | <p>11th March 2024 – Appendix D-1</p> <p>18th April 2024 – Appendix D-2</p> <p>5th September 2024 – Appendix D-3</p> <p>To note only. NOTED</p> | |

| | | |
|-------------|--|--|
| | Members to note these were unsigned minutes but were all signed on 13th Sept 2024. We had one amendment to 18th April 2024 which has now been accepted and signed. | |
| 3726 | FINANCE | |
| | <p>a) Bank Balances – to note only. Members to note the latest bank balances as at 31st October 2024: Unity current account £228,625.76 Unity Deposit account £12,580.98 CCLA Public Sector Deposit Fund £225,000.00.</p> <p>b) Income & Expenditure i) Details of income received up to 31st October 2024 (to be tabled) ii) Details of payments made up to 31st October 2024 (to be tabled) iii) Details of wages paid up to 31st October 2024 (to be tabled) iv) Members to receive and approve payments to be made for November.</p> <p>To note: most payments and receipts have now been entered into our new scribe accounts system.</p> <p>Cllr P Moulton issued thanks to staff for getting up to date with minutes and finance.</p> | |
| 3727 | PLANNING AND LICENSING MATTERS | |
| | <p>Licensing applications and decisions</p> <p>i) Three Horseshoes, 11 Leicester Road. Pavement Café Renewal. Representations by 15/11/24.</p> <p>Planning applications</p> <p>i) 13/11/2024 Planning Application Consultation ref 24/01403/CLP – FOR INFORMATION ONLY Proposal: Certificate of Lawful Proposed Use for the conversion of an existing hair salon to a coffee shop Location: 17 Silver Street Whitwick Coalville Leicestershire</p> <p>ii) 6/11/2024 Planning Application Consultation ref 24/01344/FUL Proposal: Erection of a first-floor rear extension. Location: 7 Green Lane Whitwick Coalville Leicestershire. Deadline: 27/11/2024.</p> <p>iii) 31/10/2024 Planning Application Consultation ref 24/01226/FUL Proposal: Change of use from a public house (Sui Generis) to a dance studio (Class E(d)) Location: 70 - 72 North Street Whitwick Coalville Leicestershire Deadline: 21/11/2024.</p> <p>iv) 30/10/2024 Planning Application Consultation ref. 24/01370/CLP – FOR INFORMATION ONLY Proposal: Certificate of Lawful Proposed Use for the digging of a trench and laying of services to serve approved drive-thru unit (Planning Approval 21/01710/FUL) Location: Land At KFC Restaurant Thornborough Road Coalville Leicestershire</p> | |

| | | |
|--|--|--|
| | <p>v) 21/10/2024 Planning Application Consultation ref 24/01305/FUL Proposal: Erection of single storey rear extension and demolition of existing detached garage Location: 12 Rosemary Crescent Whitwick Coalville Leicestershire Deadline: 11/11/2024. Extension requested 11/11/2024. Approved 13/11/2024.</p> <p>vi) 16/10/2024 Planning Application Consultation ref 24/01285/FUL Proposal: Erection of a two-storey side/rear extension, a single-storey rear extension and insertion of a first-floor window within the north-eastern (side) elevation of the main dwellinghouse Location: 10A Stinson Way Whitwick Coalville Leicestershire Deadline: 6/11/2024. Extension requested 11/11/2024. Accepted 12/11/2024.</p> <p>vii) 15/10/2024 Planning Application Consultation ref 24/01280/FUL Proposal: Erection of a two-storey and single-storey rear extension and insertion of a first-floor window within the eastern (side) elevation of the main dwellinghouse (Amended Scheme to Planning Permission 24/00733/FUL - the design of the roof on the two-storey rear extension has been changed to a pitched roof) Location: 57 Talbot Street Whitwick Coalville Leicestershire Deadline: 5/11/2024. Extension requested 11/11/2024. Accepted 12/11/2024.</p> <p>viii) 8/10/2024 Planning Application Consultation ref 24/01247/FUL Proposal: Erection of a detached garage Location: 133 Loughborough Road Whitwick Coalville Leicestershire Deadline: 29/10/2024. Extension requested 11/11/2024. Decision: Permitted 14/11/2024</p> <p>ix) 4/10/2024 Planning Application Consultation ref 24/01140/VCI Proposal: Amendments to condition 2 of planning permission 22/00451/FUL which was for the erection of one no. two-storey dwelling and associated highway works to change the fenestration details including removal of one side window and amendments to the size and appearance of windows/doors, removal of string course detailing Location: 67 Church Lane Whitwick Coalville Leicestershire Deadline: 25/10/2024. Extension requested 11/11/2024. Decision: Permitted 13/11/2024</p> <p>x) 25/9/2024 Planning Application Consultation ref 24/01111/FUL Proposal: Erection of a single-storey side/rear extension Location: 190 Thornborough Road Coalville Leicestershire LE67 3TJ Deadline: 16/10/2024. Extension requested 11/11/2024. Decision: Permitted 12/11/2024</p> <p>xi) 20/9/2024 Planning Application Consultation ref 24/01202/TPO Proposal: Fell 1no. Sycamore tree (Protected by Tree Preservation Order 83) Location: 56 Coverdale Whitwick Coalville Leicestershire</p> | |
|--|--|--|

| | | |
|-------------|--|--|
| | <p>Deadline: 11/10/2024. Extension requested 11/11/2024. Decision: Permitted 12/11/2024</p> <p>xii) Members to note there was a Planning Committee meeting on 12/11/24 to review application reference 23/01277/OUTM 137-139 Church Lane. Cllr P Moulton moved to have this deferred until proper traffic control had been completed by Highways. They last took the traffic report in easter holidays, so not a true reflection of the traffic on that road.</p> <p>Planning decisions</p> <p>xiii) 9/8/24 Planning Application Consultation ref 24/00984/FUL Proposal: Erection of single storey rear extension Location: 40 Hogarth Road Whitwick Coalville Leicestershire Council Response: No objection. Permitted 17/10/24.</p> <p>xiv) 7/7/2023 Planning Application Consultation ref 23/00763/FUL Proposal: Demolition of the existing dwelling and erection of two dwellings with associated infrastructure Location: 146 Hermitage Road Whitwick Coalville Leicestershire Reconsultation issued 25/4/24 Council response: No objection Permitted: 17/10/24</p> <p>To note the following decisions are covered in the planning applications in item 10b applications above:</p> <p>xv) 20/9/2024 Planning Application Consultation ref 24/01202/TPO Permitted 12/11/2024</p> <p>xvi) 25/9/2024 Planning Application Consultation ref 24/01111/FUL Permitted 12/11/2024</p> <p>xvii) 4/10/2024 Planning Application Consultation ref 24/01140/VCI Permitted 13/11/2024</p> <p>xviii) 8/10/2024 Planning Application Consultation ref 24/01247/FUL Permitted 14/11/2024</p> | |
| 3728 | CASUAL VACANCY FOR A NEW COUNCILLOR | |
| | <p>Advertised vacancy with expiry of 13th November 2024. One application put through the office door. Spoke to democratic services, we can accept the application. RESOLVED: Cllr R Woodward moved to accept the application. Seconded Cllr P Moulton. All voted. Cllr Audrey Barker welcomed as new casual councillor. Parish clerk will inform democratic services and get all relevant forms completed.</p> | |
| 3729 | LRALC AGM | |
| | <p>Sat 5th Oct 2024 - Cllr P Moulton attended.</p> <p>Topics LRALC want to promote:</p> <ul style="list-style-type: none"> • Community engagement • Carbon zero • Capital projects – community buildings • Gov.uk domains • Precepts and budgets | |

| | | |
|-------------|---|--|
| 3730 | SLCC NATIONAL CONFERENCE | |
| | Parish clerk couldn't attend due to family commitments. Tried to attend virtually but couldn't join the 'break out group sessions' | |
| 3731 | JOHN ALBERT GEE DEDICATION | |
| | John Albert Gee was the youngest victim of the Whitwick mining disaster. There is currently no marker for his grave. Cllr S Colledge and her father spoke to diocese and got permission to put a marker on his grave (a wooden cross has now been installed) Cllr S Colledge is proposing to get a fund together to get him a gravestone, in keeping with what the other victims of the disaster have got. | |
| 3732 | NWLDC STAFFING UPDATES | |
| | Parish clerk detailed individuals from NWLDC that are changing departments / leaving their positions as information only for the members to note. Cllr S Colledge has sent card and flowers on behalf of the Parish Council to Elizabeth after 20 years' service. Cllr P Moulton requested the same be done for Mike Murphys retirement. Agreed. | |
| 3733 | ST JOHN BAPTIST DIARY SCHOOL DATES | |
| | Carols for Cancer – Thursday 19 th December 2024 9am-2.55pm May Fair – Friday 23 rd May 2025 1.30pm-3pm Open Day 70 th anniversary – Sat 14 th June 2025 10am-2pm Sports Day week – Monday 16 th June 2025 To liaise with grounds maintenance to ensure the field is cut and marked out. | |
| 3734 | DEFIB TRAINING | |
| | British Heart Foundation – Offering exclusive deal for local councils for defib packages. Cllr S Colledge proposed that we get CPR training sessions arranged at Park Hall for all councillors, staff and members of the public to attend. | |
| 3735 | GOV.UK DOMAIN | |
| | Parish clerk has attended training. Two domains – one for website and one for emails. Need to use a nominated registrar to register the domain in WPC name. Parish clerk to go through the list of nominated registrars for cost. Bring back to full council with costs. | |
| 3736 | EVENTS 2024 | |
| | Remembrance Parade 2024 – Great success and very well received. Positive feedback from 4x4 team and members of public. Positive feedback read out from Deputy Left Lieutenant (Bridget) Members thanked Staff, Marshalls, 4x4, Scouts, the band, Ian and all involved with organising. Cllr P Moulton would like to propose for the parade to go back to the old Leisure Centre car park. We should also discuss to have the parade back to the start point. Thank you to Coalville C.A.N and councillors for putting up the Tommy's and poppies on the lampposts. RESOLVED: to approve the £200 donation to the Leicestershire 4x4 team for their services. First aid, road closures and signs. Cllr S College proposed. Seconded. Carried unanimously. Cllr M Wyatt left the meeting after this agenda item at 8:06pm | |

| | | |
|-------------|--|--|
| | <p>Christmas 2024 – Lampposts have been stress-tested, all 30 lampposts have passed, and we have received the report. Spoke to national grid regarding unmetered account for the lampposts. We need commando sockets inside the lampposts, struggling to find an electrician for this. Spoke to Tony Bull at LCC to see who they are using. Any parish councils with new installs in the last few years? contact them for advice.</p> <p>Christmas tree plan for outside the community office. Tall, artificial tree with lights.</p> <p>Cllr S Colledge reminded members of the community event organised by Woodstock that is happening on 8th Dec 2024 at The Black Horse, Whitwick. Any donations for tombola prizes, selection boxes etc gratefully received.</p> | |
| 3737 | COMMUNITY PROJECTS | |
| | <p>VAS – Few problems. A fault with one camera has been fixed, another camera has had a repair this week too. Accepted delivery of two new speed cameras with smiley faces. We need a second camera post on Thornborough Road. Current proposal – 2 sets of cameras out at the same time in 2 different locations. Thanks to Cllr T Gillard again for organising the funding.</p> | |
| 3738 | BUDGET 2025 | |
| | <p>Parish clerk attended budget meeting at Stenson house this week. Precept will need to be increased this year. Purely on staffing cost – national minimum wage and NI increase. Utilities bills are increasing Cost of labour for tradesmen. Insurance have gone up. Inflationary pressures on all councils.</p> <p>Proposal of a consultation for the parishioners, for what they want to see their parish doing with their 'council tax' element that contributes to WPC.</p> | |
| 3739 | LGA CONSULTATION | |
| | <p>Government consultation for views on allowing remote and hybrid attendance at council meetings. It will also test views on proxy voting, when people cannot attend remotely (i.e. maternity leave, paternity leave, adoption leave etc)</p> <p>Leave to individual councils to make their own decisions.</p> | |
| 3740 | ALLOTMENTS MANAGEMENT AGREEMENTS | |
| | <p>Parish Clerk and Deputy Clerk have had a meeting with both societies.</p> <p>Parish Clerk made the members aware that one association has had a situation where they have had to investigate a member of their committee as there were some financial irregularities with falsified paperwork. The committee have raised it with the parish council, it is being dealt with by them, and we are being correctly informed and updated.</p> <p>The parish council have now presented to them both a checklist of documents that they need to submit to us annually. New agreements are going to be standardised and created for signing.</p> <p>Defer until the next meeting, it's just an update at the moment.</p> | |

| | | |
|-------------|---|--|
| 3741 | CIVILITY PLEDGE | |
| | <p>We have completed the registration of WPC. NALC training completed at Whitwick Park Hall. All parish councillors should have access to Skills Gate. Refresher of the civility training for all councillors and staff.</p> | |
| 3742 | DRAFT NWLDC PLAN 2020-2040 | |
| | <p>Cllr P Moulton explained: Dec 2024 meeting will be the allocations for the dwellings (how many houses and on what plots of land) Briefing on 5th December 2024. Local plan meeting on 16th/17th December 2024. All details of meetings will be available on the council website.</p> <p>NWLDC should be planning another public consultation once allocations are done.</p> | |
| 3743 | CHAIRS REPORT | |
| | <p>The public left at this agenda item.</p> <p>Wonderful remembrance parade and looking forward to Christmas event. Personal thanks to Parish Clerk and Deputy Clerk and to the councillors that have been supporting our staff and council.</p> | |
| 3744 | DISTRICT COUNCILLOR REPORT | |
| | <p>Cllr P Moulton attended a webinar with the minister of housing and local government as chair of the auditing and governance committee regarding the statement of accounts.</p> <p>Attended a homeless seminar at EMH. We had a rough sleeper on Parish Land. He has now been transferred to accommodation, and he's settled. A thanks to the councillors and staff for highlighting this and with early intervention from us all and the homeless team it has now been resolved.</p> <p>NWLDC boundary review has been completed and should be coming back soon.</p> | |
| 3745 | COUNTY COUNCILLOR REPORT | |
| | No report received | |
| 3746 | PARISH CLERK REPORT | |
| | <p>Nothing extra to add.</p> <p>Gillian Squires left the meeting after this agenda item.</p> | |
| 3747 | EXCLUSION OF PUBLIC AND PRESS | |
| | <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. Moved by Chair Cllr S Colledge.</p> | |
| 3748 | STAFFING | |
| | <p>a) Local Government Services Pay Agreement NALC - It has been stated that with affect from 1st April 2024 an increase of £1290 pro rata for part time employees will be paid as a consolidated addition for pay points of 2-43 inclusive. It will need to be backdated to April 2024.</p> | |

| | | |
|-------------|---|--|
| | <p>b) Capability Parish Clerk has had contact with employee's son. We have offered an alternative role, and he didn't want to accept.</p> <p>c) Toil Still too high, the admin role was filled in Sept, unfortunately the admin assistant's employment has been terminated. Therefore, it is just Parish Clerk and Deputy Clerk now, so workload is higher.</p> <p>d) Christmas Meal for Staff Council and staff meal. Councillors will be funding their own. Look into dates for the new year.</p> <p>e) Recruitment To look to recruit early January. We have received 87 applications. We have conducted 1 interview; another arranged for next week and then phone screening to continue.</p> | |
| 3749 | FUTURE AGENDA ITEMS | |
| | Any future agenda items to be sent to the Parish Clerk. | |
| | | |
| 3750 | DATE OF NEXT MEETING | |
| | Thursday 12 th Dec 2024 7pm | |
| | Thursday 16 th Jan 2025 7pm | |
| | | |
| | The Chair terminated the meeting at 9.15pm | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | FULL SIGNATURE OF CHAIR: DATE: | |
| | | |