



Thursday 13th November 2025

To: The Members of Whitwick Parish Council

(Chair Sue Colledge, Cllr Audrey Barker, Cllr Tony Barker, Cllr Elijah Bennett, Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Peter Moulton, Cllr Andy Roach Cllr Ray Woodward, Cllr Michael Wyatt)

Dear Councillors,

NOTICE OF COUNCIL MEETING

I hereby give notice that the next full council meeting of Whitwick Parish Council will be held at:

**Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,
Leicestershire LE67 5HB on**

Thursday 20th November 2025 at 7.00pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are invited to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

To view the full agenda, please visit www.whitwickpc.org or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.

Sharon Kaye
Parish Clerk

AGENDA

25-342 APOLOGIES

To receive and approve apologies for absence.

25-343 DECLARATIONS OF INTEREST

To receive any declarations of interest in regard to any agenda items.

25-344 COMMUNITY POLICING

Attendance at meeting by local PCSO or to receive and note any current report, if available.

Dates of future beat surgeries to be provided.

25-345 PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

25-346 COUNTY COUNCILLOR REPORT

To receive a report from the County Councillor, if any.

25-347 DISTRICT COUNCILLOR'S REPORT

To receive reports from District Councillors, if any.

25-348 PLANNING APPLICATIONS

To comment on the latest planning applications, received as a consultee from NWLDC, in addition to any applications received up to the meeting date.

14/10/25 - **25/01233/FUL - 108 St Bernards Road Whitwick Coalville Leicestershire** - Erection of a single-storey rear extension, first floor hip to gable extension to rear roof slope and new dormer to the side (western) extended roof slope, rendering to the main dwellinghouse and replacement windows – comments due 28/10/25. Ward - Holly Hayes - Cllr Tony Gillard. Case officer - Kay Last.

20/10/25 - **25/01258/VCI - 288 Hall Lane Whitwick Coalville Leicestershire** - Amendments to conditions 2 and 3 of planning permission 25/00428/FUL which was for the erection of a single storey side extension with flat roof to change to the depth of the extension from 7.220 metres to 7.408 metres, increase in the height of the extension from 2.260 metres to 2.599 metres (eaves) and 2.560 to 2.999 metres (height of flat roof) with changes to the materials on the front and rear elevations from facing brickwork to brick slips to match those on the existing dwellinghouse in terms of type, texture and colour. Comments due 10/11/25. Ward - Broom Leys - Cllr Lee Windram. Case Officer - Kay Last.

27/10/25 - **25/01472/FUL - 20 King Richards Hill Whitwick Coalville Leicestershire** - Erection of single storey side extension, covered porch and conversion of existing garage to form habitable living space. Comments due 17/11/25. Ward - Holly Hayes - Cllr Tony Gillard. Case Officer - David Pratt.

25-349 COUNCIL MEETING MINUTES

To approve the minutes of the Council meeting, held on:

18th September 2025

16th October 2025

APPENDIX A

APPENDIX B

25-350 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES

APPENDIX C

To note the minutes of the PMGP Committee meeting held on Thursday 4th September 2025, approved on 6th November 2025.

25-351 COMMUNITY PROJECTS – VEHICLE ACTIVATED SIGNS (VAS)

To note the latest data published on <https://whitwickpc.org.uk/news/>

25-352 COMMUNITY PROJECTS – REMEMBRANCE PARADE

To receive an update from the Parish Clerk.

25-353 COMMUNITY PROJECTS – CHRISTMAS LIGHTS

To receive an update from the Parish Clerk.

25-354 COMMUNITY PROJECTS – WOODSTOCK CHRISTMAS EVENT AT THE BLACK HORSE

To receive an update from the Parish Clerk.

25-355 COMMUNITY PROJECTS – CCTV

To receive an update from the Parish Clerk.

25-356 COMMUNITY PROJECTS – DEFIBRILATORS

To receive an update from the Parish Clerk.

25-357 COMMUNITY PROJECTS – REMEMBRANCE GARDEN

To receive an update from the Parish Clerk.

25-358 LOCAL COUNCIL AWARD SCHEME

To approve the registration and fee for the Bronze level of the Local Council Award Scheme.

25-359 STAFF UNIFORM

To approve the purchase of staff uniform.

APPENDIX D and E

25-360 INSURANCE – COMMERCIAL COMBINED INSURANCE POLICY REPORT

To note the Parish Clerk's Insurance Policies Report.

25-361 INSURANCE – BUILDING VALUATIONS

To approve the recommended changes to building valuations for insurance policies.

25-362 INSURANCE – CYBER INSURANCE POLICY

To approve the Cyber Insurance Policy quote.

25-363 CONSULTATIONS - COMMUNITY GOVERNANCE REVIEW

To receive an update from the Parish Clerk.

35-364 FINANCE – BANK BALANCES

To note the latest bank balances and approve and sign the bank reconciliations.

35-365 FINANCE – INCOME & EXPENDITURE

To note the income and expenditure reports.

35-366 FINANCE – PAYMENTS

To approve payments to be made.

35-367 FINANCE – YEAR TO DATE BUDGET REPORT

To receive and comment on the year to date budget report.

35-368 FINANCE – EXTERNAL AUDIT

To receive an update from the Parish Clerk.

25-369 DATE OF NEXT COUNCIL MEETING

Thursday 15th January 2026 7pm at Whitwick Park Hall

Thursday 19th February 2026 7pm at Whitwick Park Hall

25-370 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.” The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.



APPENDIX A

*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Meeting Minutes **Thursday 18th September 2025 7pm**

Meeting Date: Thursday 18th September 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7pm

Councillors Present:

- Cllr Sue Colledge (Chair), Cllr Peter Moulton (Vice-chair), Cllr Anthony Barker, Cllr Audrey Barker, Cllr Elijah Bennett (item 25-289 onwards), Cllr Andy Roach, Cllr Ray Woodward

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- 1 member of the public in attendance (for items 25-284 to 25-288).

25-284 APOLOGIES

Cllr Briers - family commitments.

Cllr Casson - working away.

Cllr Gillard – ill.

Cllr Wyatt – work commitments.

On the motion of Cllr Ray Woodward, seconded by Cllr Andy Roach,

RESOLVED: to accept the apologies.

24-285 DECLARATIONS OF INTEREST

Cllr Anthony Barker

Cllr Anthony Barker declared a **registerable interest** in

- North West Leicestershire District Council as a District Councillor
- Holly Hayes Woods as a Director.
- Whitwick Historical Group as a member.

Cllr Audrey Barker

Cllr Audrey Barker declared a **registerable interest**

- Whitwick Historical Group as a member.

Cllr S Colledge

Cllr Colledge declared a **registerable interest** in

- Whitwick Historical Group as a member

A **pecuniary interest** as

- Coalville C.A.N. as a member and shareholder

a **potential pecuniary interest** as

- Woodstock in Whitwick as a committee member
- The old Hermitage Leisure Centre site as an immediate neighbour.

Cllr P Moul

Cllr Moul declared a **registerable interest** in

- North West Leicestershire District Council as a ward member for the Thornborough Ward
- Agenda Item 25-294 Grant Application for Whitwick and Thringstone Tenants Association – attends their meetings as a Ward Member.

Cllr A Roach

Cllr Roach had nothing to declare.

Cllr R Woodward

Cllr Woodward declared a **registerable interest** as

- Whitwick Historical Group as a member
- Whitwick Quarry Liaison Group as a member

Received and noted.**25-286 COMMUNITY POLICING**

Local PCSO from the Bardon Hill beat team unable to attend the meeting this month.

No report received.

Dates of future beat surgeries provided by the Parish Clerk.

Received and noted.**25-287 PUBLIC PARTICIPATION SESSION**

1 member of public present. No issues raised.

25-288 CASUAL COUNCILLOR VACANCY - APPENDIX A

Members reviewed the applicant's application in Appendix A. The candidate then made a presentation to the Members about why he wished to become a Parish Councillor.

Members took the opportunity to ask the candidate some questions.

The Parish Clerk confirmed that 3 expressions of interest had initially been received. 1 application form was received by the advert deadline and therefore presented at the meeting for consideration.

The candidate had been invited to attend the meeting and was sent further details about the role and resources to look at to find out more about what the Parish Councillor role entails.

The Parish Clerk confirmed that the 3 potential applicants had all been contacted prior to the meeting, to let them know their interest would not be taken forward, as an application form had not been received, as per the application instructions in the vacancy advert.

The candidate was asked to leave whilst the decision on the application for the casual councillor vacancy was discussed, and then invited back to hear the decision.

Proposed by Cllr Tony Barker, seconded by Cllr Andy Roach.

RESOLVED: to accept the applicant Elijah Bennett for the vacant Councillor position.

The applicant Elijah Bennett was thanked for his application and welcomed to the Council.

The Member of public left the meeting and took his place as a newly elected Councillor.

25-289 COUNTY COUNCILLOR REPORT

No written report had been received from County Councillor Boam.

Cllr Boam had been invited but was not in attendance.

The Parish Clerk also took the opportunity to thank our former County Councillor Tony Gillard on behalf of residents and the Parish Council, for obtaining the Members' Highway Fund grant funding that enabled the Parish Council to complete the recent grit bin purchases and installation.

Members echoed this sentiment and asked that a letter of thanks be sent to Councillor Gillard.

25-290 DISTRICT COUNCILLOR'S REPORT – APPENDIX B

The Chair thanked Cllr Moulton for taking the time to liaise with the contractors and the Historical Group with regards to the development next to the Railway Station.

Cllr Peter Moulton – Whitwick Historical Group Committee Meeting report had been provided in appendix B.

Received and noted.

Cllr Peter Moulton – Rough sleeper on Parish Council land.

Cllr Moulton explained that he had been helping assist and liaise with the NWLDC outreach team, regarding a homeless person on Parish Council land, backing onto residents' homes on Hall Lane. This was the second occasion that this person had been on parish land. The person had been offered refuge in a hostel in Loughborough as a temporary measure, but had initially turned it down. However, the person had now left the site, but his belongings were still there, awaiting collection. The Parish Council now need to consider the next action to take for future occurrences, as complaints had been received, and there were potential health and safety concerns, so trespass action could need to be taken if help was refused. Cllr Moulton said there were different policies in place for homeless people and rough sleepers, when he spoke to the officer at NWLDC. Cllr Moulton wondered whether the Council need to consider having a policy for how we as a Parish Council should act in these situations.

Members requested that the Parish Clerk contact relevant partners and external agencies to find out their processes and policies.

25-291 COUNCIL MEETING MINUTES- APPENDIX C

On the motion of Cllr Ray Woodward, seconded by Cllr Anthony Barker,

RESOLVED: to approve the Council Meeting Minutes for 17th July 2025 as a true record, to be signed by the Chair.

25-292 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES – APPENDIX D

The minutes of the PMGP Committee meeting held on Thursday 3rd July 2025, approved on 4th September 2025, had been provided.

Received and noted.

25-293 GRANT APPLICATION – COALVILLE PUBLIC RADIO - APPENDIX E

To approve a grant application for their Ofcom and Digital License Fee.

“Coalville Public Radio is a volunteer-led, non-profit community station serving North West Leicestershire. We are applying for funding to cover our Ofcom registration fee, enabling us to apply for a DAB (Digital Audio Broadcasting) licence. This will allow Whitwick residents to tune in more easily on traditional radios, not just online, making our local programming more accessible and inclusive.

DAB access will allow us to better promote Whitwick events, groups, and achievements, bringing local stories directly into homes, workplaces, and community spaces. It also opens up opportunities for Whitwick residents to volunteer, train with us, and have their voices heard on a wider platform.

The requested £250 will contribute directly to this goal, ensuring Whitwick's voice is part of a growing, accessible, and sustainable local radio network. Thank you for considering our application. We would be proud to support Whitwick with enhanced local coverage and community presence.”

On the motion of Cllr Andy Roach, seconded by Cllr Tony Barker,

RESOLVED: to approve the £250 community grant application to assist with Coalville Public Radio's License Fee.

25-294 GRANT APPLICATION – WHITWICK AND THRINGSTONE TENANTS ASSOCIATION – APPENDIX F

To approve a grant application for fencing and a gate to improve their outdoor area for users' health and well-being.

"We have a small outdoor space that would benefit our coffee mornings on a Monday, plus we hold an exercise class on a Wednesday. Also Bumble Bee's toddler group on a Thursday. We would like a fence and gate putting up around the area to make it safe and comply with Health and Safety regulations, so all groups can benefit the outside space, to improve our health and well-being."

Members discussed the application and the question was raised whether they had approached NWLDC as it was NWLDC facilities. The concern was also raised whether the group had permission from NWLDC to install the fencing and gate on their land. The association activities are based at Howe Road Community Lounge. Members supported all the activities being promoted by the association.

On this occasion, Whitwick Parish Council are refusing the £250 community grant application to assist Whitwick and Thringstone's Tenants Association in improving their outdoor area with a gate and fencing, as what they have applied for is not suitable for a Parish Council Community Grant.

The Council wished them well with their activities and would encourage the group to update the Parish Council, once they have had a conversation with NWLDC regarding their project.

25-295 PLANNING APPLICATIONS - APPENDIX G - TABLED

To comment on the latest planning applications, received as a consultee from NWLDC.

Extensions were not accepted by NWLDC for applications 1-3.

Application 1 - 25/00919/CLP 27 Barr Crescent – has already been permitted.

Application 2 - 25/00959/OUTM Broom Leys Farm – we have already submitted our objection.

Cllr Barker stated a petition was due to be submitted on Tuesday, but the lady submitting could not get there due to an accident, so it had been deferred to the November meeting.

Application 3 – 25/00989/REM Land off Loughborough Road – change of access. This was discussed as previously objected to this access.

Application 5 - 25/01013/VCU 86 Leicester Road – we submitted an objection to the original application but development was permitted with conditions.

Applications 7 and 8 – TPOs on Brooks Lane and Loughborough Road – The Clerk confirmed she had received a Councillor response with some comments to be submitted with the response.

Received and noted. No additional objections to be submitted as objection already submitted for application 2 - 25/00959/OUTM Broom Leys Farm.

25-296 PLANNING DECISIONS - APPENDIX H - TABLED

To note the latest planning decisions made by NWLDC.

Received and noted.

25-297 COMMUNITY PROJECTS - Vehicle Activated Signs (VAS)

To note the latest data published on <https://whitwickpc.org.uk/news/>

3rd July -6th August 2025 Leicester Road **APPENDIX I (TABLED)**

6th August – 4th September 2025 Talbot Street **APPENDIX J (TABLED)**

Cllr Anthony Barker asked whether the CEO of Westcotec had been contacted yet about the smiley van cameras that were often not working. The Parish Clerk updated members about the proposed return of the newer cameras. Members confirmed the company had been recommended by Leicestershire County Council initially. The first standard speed cameras have been working satisfactorily and batteries hold their charge for the full month. The newer cameras are only staying active for approximately 5-7 days. There is a design fault somewhere, as the batteries have been tested so it either needs a more powerful battery or

there is a problem with the camera and they are not fit for purpose. Members requested the Clerk also tried to find out which other parish councils have these smiley cameras.

Cllr Audrey Barker also asked for an update on a proposed location at the top of Thornborough Road. This had been delegated to the Deputy Clerk so the Parish Clerk would liaise with her and see what needs to be done to move this forward.

Received and noted.

25-298 COMMUNITY PROJECTS – CHRISTMAS LIGHTS – APPENDIX K, L and M (TABLED)

Members received an update from the Parish Clerk regarding the Christmas Lights project and installation of electrics for the selected lamp posts. Stress testing was completed in 2024. Electrics installation cost has increased from an estimated £300-£400 per lamp post cost to £538.26 in the quote attached in appendix K. Members said County Councillor support would have been helpful to move projects like this forward quicker and to understand the increase of costs, so Members would like the Clerk to copy him in on the chaser email, so he is aware of the issues we have faced.

The Clerk confirmed that it had been very difficult to get any other contractor to undertake the work due to the level of certification and documentation required to support the S178 application to Leicestershire County Council.

The quote for £10,765.20 plus vat ([Appendix K](#)) was for 20 out of the 30 lamp posts that had been stress tested, with an additional plan required for the remaining 10 as they either had signage on or the column does not have space for the additional electrical installation required.

Members stated that this was a very expensive cost which was hard to justify, but appreciated that the Parish Council had been trying to get Christmas Lights installed for many years. The Clerk confirmed multiple members of staff would be involved, with specialist vehicles and equipment during the installation. There was also the additional cost for the lights themselves to still consider.

There is an estimated 12 week lead time for the electrical work to be completed, which meant it may or may not be done for this year. The Clerk stated that if we did not proceed this year, we would have to start the work all over again, and may end up in the same situation next year. As we had been trying to move this project forward for at least the previous 2 Clerks, prior to her appointment, she felt it would be prudent to approve this work to get the next stage of the project completed at least.

Last year we purchased 7 snowflake designs and had 1 of these outside the Community Office. For this year we have purchased another 12 ([Appendix L](#)). They can be attached to a column using brackets, or hung.

The proposal is to contact local businesses, particularly around Market Place, where we have a lot of issues with lamp posts that can't be utilised as yet, to have electrics installed on the outside of the buildings to hang the 1m snowflakes. It would also allow for outlying businesses to be part of the scheme in future years.

The Parish Clerk confirmed the Parish Council had £10,000 in this year's budget, as well as £3,000 in this year's reserves, allocated to the Christmas Lights project.

If we order from the brochure for next year, the cost for decorations would be at least twice the price. The decorations we have already purchased, and the lamp post motifs proposed are from the pre-loved brochure (so second hand and refurbished) and significantly cheaper.

Appendix L contained the quote for the additional 12 snowflake lights – 12 @ £138.80, total £1665.60 plus delivery of £160.00, all plus VAT.

Appendix M contained 3 quotes for 3 styles of lamp post motif lights. As preloved lights, they can only be reserved for 7 days before committing to and paying for the purchase.

Option 1 - Estelle lights 2.05m x 0.80m £226.00 each plus vat – 10 available.

Option 2 - Alyze lights 3.00m x 1.00m £284.40 each plus vat – 10 available.

Option 3 – Boreal lights 2.30m x 0.90m £236.00 each plus vat – 10 available.

Delivery would be an additional cost unless we had them delivered with the snowflake lights to reduce the delivery cost.

Videos of each light had been sent to all members prior to the meeting.

Cllr Colledge proposed the purchase of 10 of the lamp post motif lights for this year and the additional 12 snowflakes, to ensure that if the lamp posts aren't done in time, we still have the snowflake lights on business premises. It would also mean we would have a starting point with the lamp post motifs for next year, if the electrics aren't completed, if we have the stock ready.

Local businesses would be approached, starting with those businesses that took up the hanging brackets scheme the Parish Council ran a few years ago, to gauge the interest for the snowflake lights. Any other locations can be suggested. Cllr Audrey Barker said Owen Williams Kitchens had approached us before wanting to be involved in any scheme, which was duly noted. Whitwick Fryer was also suggested by Cllr Anthony Barker. Cllr Colledge volunteered to speak with the Deputy Clerk, to then approach the businesses next week, as the Clerk is on holiday.

Members then debated which style of lamp post lights to purchase. Option 3 was discounted first. A show of hands was then taken for option 1 or option 2. Option 2 was chosen.

Summary:

For lamp posts:

10 lamp post motif lights £2844.00 plus delivery and vat

Electrics £10,762.50 plus vat

Installation of light fittings cost to be confirmed.

Known costs total so far - £13,606.50 plus delivery and vat

For businesses:

12 hanging snowflake lights £1665.60 plus delivery £160.00 plus vat - £1825.60

Installation of electrics for hanging snowflake lights – costs TBC

Known costs total so far - £1825.60 plus vat

Total costs so far £15,432.10 plus vat

Additional funding is therefore required from general reserves to EMR Christmas Lights reserves.

The Parish Clerk proposed moving £10,000, which if unspent this year, would then remain in the reserves.

Members discussed this and £5,000 was then proposed instead.

The Parish Clerk confirmed this was not additional funding from residents, but just a re-allocation of existing Parish Council funds to this project.

On the motion of Cllr Sue Colledge, seconded by Cllr Tony Barker,

RESOLVED: to move £5,000 from General Reserves to the Project Christmas Lights Reserve to fund the purchase of the lamp post lights this year and fund the electrics installation for the stars and lamp post lights, with any funds carried forward to next year, if the work has not been completed.

On the motion of Cllr Tony Barker, seconded by Cllr,

RESOLVED: to purchase 10 of option 2 lamp post lights, 12 of the snowflake lights, and electrics and lights to be installed, the final cost of which is to include the costs quoted and known so far of £15,432.10 plus vat.

Cllr Roach also made the comment that it would be helpful to suggest when LCC install new lamp posts, they were installed with the appropriate electrical connections for Christmas Lights in the lamp post, to mitigate these costs for Parish Councils and the extra work for their contractors.

25-299 COMMUNITY PROJECTS – REMEMBRANCE PARADE

The Parish Clerk held a planning meeting with key parties involved with the parade, which was also attended by Cllr Colledge, Moulton and Roach, so thank you to all involved.

Parade route is to be extended this year to the old Hermitage Leisure Centre site and also a return parade back to the car park after the Church service, for this year's event. The road closures application has been completed as has the attendance request sent through to the Lord-Lieutenant's office. Timings for the church service were also discussed and confirmed. Church service had been stated as 20 minutes, but last year it was 45 minutes. Half an hour maximum from 2.15pm-2.45pm was agreed. Invitations to go out to veterans. Volunteers will be required for putting up poppies and Tommy signs. Marshalls already arranged.

Received and noted.

25-300 COMMUNITY PROJECTS – CCTV

Parish Clerk confirmed we have been chasing this with NWLDC, but we are still awaiting a response. District Councillors were asked to help move this along if possible, and it was confirmed that Paul Sanders, Head of Communities would be the appropriate person to speak to, if required.

Received and noted.

25-301 COMMUNITY PROJECTS – REMEMBRANCE GARDEN

Thanks were given by the Parish Clerk to Cllr Tony Barker for his assistance with inspecting the depth of the concrete. A further meeting is scheduled for October with the designers to be able to progress to quotes for the groundworks.

The mural wall will be repaired shortly. The artist has been unable to complete this over the summer for personal reasons but this will be followed up with him in the next month.

Received and noted.

25-302 COMMUNITY PROJECTS – TOILETS AT WHITWICK PARK

Unfortunately, vandalised again over the summer.

Original plumber quote approved has not been responsive in clarifying the specification, so we have had to start again getting more quotes. At least 6 companies contacted so far.

Produced our own initial specification now to speed up the process and to ensure the quotes are more detailed, and costings are accurate.

Councillor Barker also stated that the plumber would not start without the doors being made secure.

Received and noted.

25-303 RESIDENT ISSUE – SPEED ON LOUGHBOROUGH ROAD

An accident at the bottom of Loughborough Road has been brought to our attention by a local resident and thanks to Councillor Ray Woodward for attending. The accident was at the corner of City of Three Waters and Grace Dieu Road. The Parish Clerk had contacted Leicestershire County Council on 9/9/25 regarding what action we can take to look at speed reduction measures in that area. Cllr Roach also reported another incident at the top of Loughborough Road, where speeding had been a factor. The Clerk will follow up on the action recommended and Cllr Colledge requested the County Councillor be copied in on the action taken.

Received and noted.

25-304 RESIDENT REQUEST – MEMORIAL TREE

Resident had wanted to know the cost to plant a little tree or rose bush and if it would be allowed. The Parish Clerk proposed to refer this item to the Property Management & General Purposes Committee as it would need to be discussed as part of the Remembrance Garden scheme.

The Parish Clerk also wanted Members to consider a Memorial policy for trees, bench plaques, memorial posts, and any subsequent charging policy? The office team can research what County, District and other Parishes do. Members stated there was a memorial plaque policy in place, which the Parish Clerk was not aware of. Members said there were agreed charges in the policy and also confirmed they had not been reviewed since inception. The Parish Clerk would investigate further.

Received and noted.

25-305 RESIDENT REQUEST – SPRING BULB PLANTING

To comment on a request to plant spring bulbs from a resident. Cllr Audrey and Anthony Barker and Cllr Sue Colledge have planted many bulbs before, including under Welcome to Whitwick signs, at Carr Hill Rock, and at Hermitage Road land and play area. They do get mown down though so this needs to be reviewed.

The District Council are not doing any bulbs scheme this year.

It was agreed to refer this item to the Property Management & General Purposes Committee.

Received and noted.

25-306 FLOODING DROP-IN EVENT

The event is being held on Thursday 2nd October, between 2pm and 6pm at the Century Theatre Studio at Snibston, Ashby Road, Coalville, LE67 3LN, run by Leicestershire County Council. Residents, Councillors and staff welcome to attend. There will be free parking.

Received and noted.

25-307 LRALC AGM AND CONFERENCE 18th October 2025

Attendance is open to elected Councillors and employed officers from member councils to attend the Leicestershire and Rutland Association of Local Councils, who advise Councils and produce policies and templates for documents etc, in association with NALC (the national association). All members should have a log in and should also read the weekly Round Robin emails. Attendance is £15 per delegate. One voting delegate should attend, and non-voting delegates also welcome. Members can also submit agenda items and nominate themselves for election to the Board of Directors, deadline 25th September 2025.

Proposed by Cllr Tony Barker, seconded by Cllr Ray Woodward,

RESOLVED: to approve that the Parish Clerk should attend the meeting as the voting representative on behalf of the Parish Council

Proposed by Cllr Elijah Bennett, seconded by Cllr Ray Woodward,

RESOLVED: to approve the payment of the £15 fee for the Clerk to attend the LRALC AGM on behalf of the Parish Council.

25-308 HERMITAGE RECREATION GROUND

The Parish Clerk updated members with a written response she had received from Paul Sanders, Head of Community Services, at NWLDC regarding Hermitage Recreation Ground.

“The eco park play area has been funded by Everyone Active and they are responsible for its management under a lease from the Council.

We are working on the play area as best we can within the Council’s limited resources.

- 1 The Shelter has now been repaired.
- 2 The zip wire is repaired
- 3 The long slide has been damaged beyond repair. Due to the vandalism of the slide, we have had to now remove the slide body, the bank will need to be cleared, so we are in the process of trying to come up with a program of works that are Safe to undertake, as the severe slope of the bank is causing problems with access. Also due to the funding not being in place until 2026/27, the new bank will not be in place until early Summer 2026. We’ve had an indicative cost for something similar which was £24,000.
- 4 Due to the bank (where the slide has been removed) not being safe, we are not able to open the play area until the bank is made safe, we are hoping this can be completed in the next few weeks, when we are hopefully open the play area, and the equipment can be enjoyed safely.”

Received and noted.

25-309 TREE SURVEYS – 2025 QUOTE

The survey was last done over the winter of 2021 and spring 2022, 3.5 years ago.

Leicestershire County Council were approached for the quote as the preferred contractor, after the previous 2 surveys.

“The cost for the survey would be £3215.00 (+vat if applicable).

The survey would include:-

Site specific report for your sites, 22 in total

A specialist tree health and safety inspection for approximately 490 trees and tree groups

Detailed tree schedule and plans.

Identification of remedial work where it is required to address health and safety issues.

Access to LCC procured tree work contract – an estimate for remedial tree work can be produced on request

The County Council recommend a three-year re-inspection program of all trees within open public areas. Any high-risk trees (trees with major faults within falling distance of busy areas) should be re-inspected every 18 months.

I would be happy to provide any additional advice required, regarding tree maintenance as part of the above cost, this would address issues such as residential complaints, light and leaf issues, encroachment issues.”

The Parish Clerk has also contacted our insurance brokers to confirm the insurance position with regards to a tree survey schedule. The broker has confirmed there is no legal statutory period for tree surveys but we need to do our due diligence and follow the professional recommendation for a three year re-inspection for trees in open land, and 18 month reviews for areas recommended within the survey.

Proposed by Cllr Sue Colledge, seconded by Cllr Ray Woodward,

RESOLVED: to approve the quote of £3215.00 plus vat for the tree survey and the survey schedule be deferred to Property Management & General Purposes Committee to review after the report has been received.

25-310 FINANCE – BANK BALANCES

Bank balance figures provided to members as follows:

2025	Current Acct	Deposit Acct	Investment	TOTAL
30/06/2025	£220,655.00	£13,094.65	£225,000.00	£458,749.65
31/07/2025	£155,084.53	£13,094.65	£225,000.00	£393,179.18
31/08/2025	£134,369.88	£13,094.65	£225,000.00	£372,464.53

Reconciliation reports to be signed were deferred.

Received and noted.

25-311 FINANCE – INCOME & EXPENDITURE

Deferred.

Received and noted.

25-312 FINANCE – PAYMENTS

Deferred.

Received and noted.

25-313 FINANCE – QUARTERLY FINANCE CHECKS

Volunteers were sought to carry out quarterly finance checks in line with auditing standards, as a replacement had not been voted in since the previous volunteer had left.

Thanks were extended by the Chair Sue Colledge to Cllr Peter Moulton for volunteering.

On the motion of Cllr Ray Woodward, seconded by Cllr Peter Moulton,

RESOLVED: to extend the meeting time by 5 minutes.

On the motion of Cllr Sue Colledge, seconded by Cllr Audrey Barker,

RESOLVED: to approve Cllr Peter Moulton as the nominated Councillor to complete quarterly finance checks.

25-314 FINANCE – CCLA ACCOUNT SIGNATORIES

The Parish Clerk explained all existing signatories for this account need to be updated and new forms completed, since the move to .gov.uk email addresses. The Parish Clerk explained that this account sends statements by email and she does not have online access to get copies. The Clerk has not received any of the statements for the last few months as they have been sent to the old clerk email account. However, the

Parish Clerk has been told by CCLA that she is not able to request copies of the old statements as she is not a signatory.

On the motion of Cllr Ray Woodward, seconded by Cllr Peter Moulton,
RESOLVED: to approve the Parish Clerk is added to the CCLA account as a signatory to be able to get statements.

25-315 FINANCE – LLOYDS BANK SIGNATORIES

Members previously approved opening a Lloyds Bank account, as a new account, to run alongside the existing current account, and to acquire a Lloyds debit card to be used for Parish Council purchases, instead of the Clerk paying personally and having to reclaim the expenses. During the online application, the Clerk could not complete it. Lloyds bank have confirmed that the Clerk has to be a signatory on the account to open the account.

On the motion of Cllr Peter Moulton, seconded by Cllr Andy Roach,
RESOLVED: to approve the Parish Clerk as an account signatory for the new Lloyds bank account and debit card.

25-316 FINANCE – EXTERNAL AUDIT

The Parish Clerk updated members that the audit was still ongoing. To note the Parish Clerk facilitated 1 resident inspection of the non-audited accounts and she thanked Cllr Peter Moulton for attending and assisting at that appointment. To note potential extra charges may follow from the auditor, following resident points brought to the attention of the auditor. To note the resident has not sent a copy of the points raised to the auditor, to the Parish Council. Queries have still been received, but the deadline for the audit to be completed is 30th September.

Received and noted.

25-317 DATE OF NEXT MEETING

Thursday 16th October 2025 7pm Council Meeting
 Thursday 20th November 2025 7pm Council Meeting

Received and noted.

25-318 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

Received and noted.

The Chair thanked members for attending and wished the Clerk a good holiday.

Meeting Closed: 9.07pm.

Chairman’s Signature:

Chairman Name:

Date Signed:



APPENDIX B

*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Meeting Minutes **Thursday 16th October 2025 7pm**

Meeting Date: Thursday 16th October 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7pm

Councillors Present:

- Cllr Sue Colledge (Chair), Cllr Peter Moulton (Vice-chair), Cllr Anthony Barker, Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Amanda Briers, Cllr Phil Casson, Cllr Ray Woodward, Cllr Michael Wyatt.
- **Officers Present:**
- Sharon Kaye, Parish Clerk.

Public Attendees:

- 1 member of the public in attendance.

AGENDA

The Chair Cllr Sue Colledge introduced new Parish Councillor Elijah Bennett, to those members that were not present at the previous meeting, and welcomed him to the Parish Council.
The Chair also welcomed the member of public.

25-319 APOLOGIES

Apologies for absence received from Cllr Roach and Cllr Gillard who were both on holiday.
On the motion of Cllr Ray Woodward, seconded by Cllr Phil Casson.

Council RESOLVED to accept the apologies.

25-320 DECLARATIONS OF INTEREST

Cllr Anthony Barker

Cllr Anthony Barker declared a **registerable interest** in

- North West Leicestershire District Council as a District Councillor
- Holly Hayes Woods as a Director.
- Whitwick Historical Society as a member.

Cllr Audrey Barker

Cllr Audrey Barker declared a **registerable interest** in:

- Whitwick Historical Group as a member.

Cllr S Colledge

Cllr Colledge declared a **registerable interest** in

- Whitwick Historical Group as a member

A **pecuniary interest** as

- a shareholder of Coalville C.A.N.

a **pecuniary interest and registerable interest** as

- a member of Woodstock in Whitwick Committee

Cllr P Moulton

Cllr Moulton declared a **registerable interest** in

- North West Leicestershire District Council as a ward member for the Thornborough Ward

Cllr R Woodward

Cllr Woodward declared a **registerable interest** as

- a member of Whitwick Historical Group
- in the Whitwick Quarry Liaison Group

Cllr M Wyatt

Cllr Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council

Cllr Bennett, Cllr Briers, Cllr Casson had nothing to declare.

Received and noted by members**25-321 COMMUNITY POLICING**

The Parish Clerk updated members that the local PCSO had not been well and was on restricted duties and was unable to attend this evening. She will also be leaving her current beat area and moving to another patch, so we will be getting a new PCSO.

Received and noted by members**25-322 PUBLIC PARTICIPATION SESSION**

One member of public in attendance. The resident wanted to thank the Parish Council for the flower displays over the Summer and said they were amazing. Members thanked the resident for her kind words, and added that a lot of positive comments had been received from many residents about the planter scheme. Cllr Barker confirmed the Parish Council had approved to extend the scheme next year.

25-323 COUNTY COUNCILLOR REPORT

The Parish Clerk confirmed no report had been received from County Councillor Boam, who was also not in attendance, and had not replied to the invitation email.

25-324 DISTRICT COUNCILLOR'S REPORT

Cllr Barker reported that as the District Councillor for the Hermitage Ward which includes Church Lane. He had visited the area with Cllr Audrey Barker when putting up the Remembrance signs, and residents were queueing to catch the new bus service, so there was a need for it. The residents they spoke to were pleased to have the option of the bus service there, as they previously had to walk much further. He was concerned about the parked cars on Church Lane, where cars were parked on both sides of the road and also on pavements (he provided members with a picture example of the parking). Comments were also made about it being an over-developed area with the factories, houses and cemetery visitors all parking on Church Lane, and it was always congested.

Cllr Moulton reported that NWLDC property services were no longer going to be carrying out safety checks with their open spaces contract at Millfield Recreation Ground at Hugglescote. Whilst not directly affecting Whitwick, it was something to be aware of.

Councillor Moulton also mentioned some residents had raised some issues regarding the North Street Club and the old Elsie's Attic building, with regards to planning and licensing. NWLDC enforcement officers would be investigating the concerns raised.

25-325 PLANNING APPLICATIONS - APPENDIX A

Members reviewed and commented on the following applications, as a Consultee to NWLDC:

25/01271/VCU Land To South Of Loughborough Road Whitwick

Amendments to planning permission 22/01054/FUL (which was for the erection of one self-build dwelling) to add a self-build occupancy condition instead of the S106 agreement

Decision: Objection. The Parish Council object to the amendment to the planning permission, to add a self-build occupancy condition instead of the S106 agreement that had previously been agreed.

The applicant had agreed to the S106 as part of the original application, and should have planned for how this would be funded. The applicant would also have had the opportunity for pre-planning advice.

25/01013/VCU 86 Leicester Road Whitwick Coalville Leicestershire

Amendments to conditions 5, 9 and 16 of planning permission 22/01366/OUT which was for the erection of five no. three bedroom dwellings (Outline - access and layout included) to revise the layout.

Decision: No objection.

The Parish Council had objected to the original application, which had then been granted.

25/01387/PIP Land To The South West Of The Former Forest Rock Public House, Off Leicester Road, Whitwick

Permission in Principle for the erection of one self-build detached dwelling.

Cllr Wyatt said he had already submitted an objection to this application, as a District Councillor, as it was on the boundary of his ward. Cllr Wyatt stated it was outside the Limit of Development.

Cllr Moulton said that there were different rules for self-build applications, and different conditions.

Decision: Objection. The Parish Council object as it is outside the Limit of Development and would then set a precedent.

25-326 PLANNING DECISIONS - APPENDIX B

To note the latest planning decisions made by NWLDC.

Received and noted by members

Members then discussed that the Parish Council did not need to have planning decisions as an agenda item as the decisions have already been made by the planning department at NWLDC. The Parish Clerk sends all planning decisions to members by email, so they can still raise any concern with the Clerk, if necessary. On the motion of Cllr Sue Colledge, seconded by Cllr Anthony Barker.

Council RESOLVED to keep planning applications on the agenda, but to remove planning decisions from the agenda for future meetings.

35-327 DATE OF NEXT FULL COUNCIL MEETINGS

Thursday 20th November 2025 7pm at Whitwick Park Hall.

Thursday 15th January 2026 7pm at Whitwick Park Hall.

Received and noted by members

35-328 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

The Parish Clerk reminded members that November's meeting will be discussing budget ideas for 2026-2027.

Received and noted by members

The chair thanked members and the member of public for their attendance.

Meeting Closed: 19:25pm.

Chairman's Signature:

Chairman Name:

Date Signed:



APPENDIX C

*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Property Management and General Purposes Meeting **Thursday 4th Sept 7pm**

Meeting Date: 4th Sept 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7:04 PM

Councillors Present:

- Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Andy Roach, Cllr Ray Woodward, Cllr Peter Moul.

Officers Present:

- Hollie Seager, Deputy Clerk

Public Attendees:

- 2 members of the public
- Jackie McNeice (non-council PMGP member)

25-269 APOLOGIES

One apology received – Cllr P Casson due to work commitments.

RESOLVED: All members accepted and approved the apologies.

25-270 DECLARATIONS OF INTEREST

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor
- a registerable interest as a Director of Holly Hayes Woods
- a registerable interest as a member of Whitwick Historical Society

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Cllr Roach had nothing to declare.

Cllr Woodward declared a **registerable interest** as

- a member of Whitwick Historical Group
- in the Quarry Liaison Group
- Cllr R Woodward asked for a registerable interest as Director of Holly Hayes Wood to be removed as he has stepped down.

Cllr P Moul declared a **registerable interest** as

- All matters relating to North West Leicestershire as a District Councillor.

25-271 PUBLIC PARTICIPATION SESSION

1 Member of the public asked about the work that was taking place at the Whitwick Historical Group building.

Had there been any damage to the WHG building as the foundations had been dug very low?

Cllr P Moulton confirmed there had been no damage to the WHG building after he had visited recently. The builders will be 'making good' the walkway down once work is completed.

The 2 parking spaces on the front of WHG will be Whitwick Parish Councils and a formal declaration will be built into the plans to confirm this.

25-272 MINUTES

To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 4th July 2025.

RESOLVED: Members resolved to accept the minutes as a true and accurate record.

Proposed: Cllr P Moulton. Seconded: Jackie McNeice. All voted.

25-273 PARISH WARDEN REPORTS

Reports received and noted.

Cllr P Moulton queried the 'A – D' rating, with A being excellent. If we are marking them as excellent there is never any room for improvement. 'Excellent' implies the work completed has gone above and beyond.

Members agreed to adopt a 1-10 scoring system for the KPI reports instead, 1 being needing extreme attention, 10 being excellent.

RESOLVED: Deputy Clerk to inform the Parish Warden and Admin can recreate the KPI scoring sheet for distribution.

25-274 GROUNDS MAINTENANCE

To receive two reports from the Clerk.

Cllr Anthony Barker and Cllr P Moulton expressed they would have liked to have attended the meeting.

Cllr P Moulton would like to have notifications of when the renovations on the Bowls Club are completed.

September it is due to be re-seeded and top dressed. Deputy Clerk will ask for JR Landscaping to inform the office when the work has been completed so we can inform Cllr Moulton.

Proposal of review of rangers on attached report:

Director 1 and his team on site 1-2 days a week, exclusively in Whitwick, with the other ranger present for the other 3 mornings, and monitor over a period of 3 months (Oct, Nov and Dec)

Ranger to still cover opening and locking up.

After the 3-month period is over, to re-report back to the PMGP committee of improvements / further discussions around ranger duties.

RESOLVED: to go with the above recommendation. Proposed Cllr Anthony Barker. Seconded Cllr R Woodward. 3 abstentions. Vote goes to Chair, and the Chair carried the initial proposal.

Proposal 2 – security on attached report:

To erect fencing around toilet block area of the park.

RESOLVED: To obtain quotes for fencing around the Whitwick Park toilet blocks to help protect from vandalism that runs round the bowling green to the far edge of the toilets.

Proposed: Cllr Audrey Barker. Seconded: Cllr P Moulton. All voted.

25-275 PLANTSCAPE QUOTE

Members agreed and approved the 2026 planting scheme as per the appendix.

RESOLVED: to approve the quote and commence arrangements for 2026 install.
Proposed: Cllr Anthony Barker. Seconded: Cllr P Moul. All voted.

25-276 NAME CHANGE OF COMMITTEE

Members disagreed to change the name of the committee and deferred this item.

25-277 WHITWICK PARK YOUTH ISSUES

Noted.

25-278 WHITWICK PARK OPENING TIMES

Members did not want to change the park closing times to 'dusk and agreed to keep them as they are.

25-279 TREE MAINTENANCE – WPC.006 Land at Ashford Road/Thomas Road

Members objected to removing the 4 trees and re-planting 4 trees near non-residential properties. Members discussed at length, they do not like removing trees and would like a professional arborist to do a site visit for a second opinion. On advice of professional arborist and allowances within the budget, the options are to cut the trees back in line with the boundary or remove the trees.

RESOLVED: Gain professional advice from the arborist, once received make an informed decision on the appropriate action for the trees.
Proposed: Cllr P Moul. Seconded: Cllr R Woodward. All voted.

25-280 BRIERS WAY RESIDENT ISSUES

Reports read and noted.

Cllr R Woodard proposed to remove the bench. No seconder. Proposal fell.

RESOLVED: Members agreed to uphold the previous minutes decision of 3rd Feb 2022, and the bench will remain in situ.
Members asked the Deputy Clerk to write to the resident to inform them of the decision and for her to keep a diary of any anti-social behaviour along with any reported crimes that she would be provided with a crime reference number for.
No action is to be taken on the tree at present, members are happy for the resident to prune the slight overhanging tree as they have done in previous years.

25-281 PROJECTS UPDATE

Noted by members.

25-282 DATE OF NEXT PMGP MEETING

Thursday 6th November 7pm

25-283 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

Meeting closed 8:35pm.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being

recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

APPENDIX D

Staff Uniform - Costings

<u>Uniform Item</u>	<u>Unit Cost</u> <u>Per Item</u>	<u>Parish Clerk</u> <u>35 hours wk</u> <u>5 days</u>		<u>Deputy Clerk</u> <u>25 hours wk</u> <u>4 days</u>		<u>Admin</u> <u>25 hours wk</u> <u>5 days</u>		<u>Caretaker 1</u> <u>10 hours wk</u> <u>7 days</u>		<u>Caretaker 2</u> <u>10 hours wk</u> <u>7 days</u>		<u>Parish Warden</u> <u>2 hours wk</u> <u>1 day</u>		<u>Total</u>	<u>Total</u>	<u>Cost</u>	<u>Total</u>
		Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Uniform	Logo	Logo
BASE LAYER:																	
Unisex Polo Shirt	£7.08							3	£21.24	3	£21.24	1	£7.08	7	£49.56	£3.95	£27.65
Ladies Polo Shirt	£7.08	3	£21.24	3	£21.24	3	£21.24							9	£63.72	£3.95	£35.55
TOP LAYER:																	
Sweat shirt	£11.50	2	£23.00	2	£23.00	2	£23.00	1	£11.50	1	£11.50			8	£92.00	£3.95	£31.60
Unisex Soft Shell Jacket	£24.73							1	£24.73	1	£24.73			2	£49.46	£3.95	£7.90
WARM LAYER:																	
Unisex Fleece Zip Up	£14.72	1	£14.72	1	£14.72	1	£14.72					1	£14.72	4	£58.88	£3.95	£15.80
Ladies Padded Gilet	£18.71	1	£18.71	1	£18.71	1	£18.71							3	£56.13	£3.95	£11.85
OUTDOOR COAT:																	
Waterproof Coat	£22.77	1	£22.77	1	£22.77	1	£22.77					1	£22.77	4	£91.08	£3.95	£15.80
EVENT CLOTHING:																	
Hi Vis Bomber Jackets	£21.86	1	£21.86	1	£21.86	1	£21.86	1	£21.86	1	£21.86	1	£21.86	6	£131.16	£8.90	£53.40
Hi Vis Padded Gilet	£25.40	1	£25.40	1	£25.40	1	£25.40	1	£25.40	1	£25.40	1	£25.40	6	£152.40	£8.90	£53.40
Hi Vis Vest	£3.22	1	£3.22	1	£3.22	1	£3.22	1	£3.22	1	£3.22	1	£3.22	6	£19.32	£8.90	£53.40
GRAND TOTAL	£1,070.06		£150.92		£150.92		£150.92		£107.95		£107.95		£95.05	55	£763.71		£306.35

Logo Set Up Cost **FREE IF OVER £250**Logo price per item left breast **£3.95**Logo price per item back logo **£4.95**Logo price for all items left breast **£126.40**Logo price for all items back **£74.25**Delivery **FREE**Total with all items and logo **£1,070.06**

Colour Forest Green with white embroidery

Trousers Office - smart black/navy jeans (no rips), business trousers, linen trousers

Caretaker/wardens - smart black jeans, combat trousers, work trousers

Practical for outdoor jobs/inspections, smart for meetings

Committee Meetings Uniform or smart casual - restaurant / business clothing

Council Meetings Smart casual - restaurant / business clothing

Staff Uniform Policy



Purpose

The purpose of this policy is to ensure that all employees maintain a professional and consistent appearance while representing the company. The uniform is designed to promote a safe, hygienic, and unified environment that aligns with the company's values and enhances its image. It should give employees a sense of pride and allow members of public to clearly identify any Parish Council employee.

Scope

This policy applies to all employees who are required to wear a uniform during working hours. Employees must always adhere to the uniform guidelines while on duty.

Uniform Requirements

All employees must wear the designated Parish uniform, which consists of the following items:

- Top: T-shirt with collar, Sweatshirt
- Bottom: Work approved trousers or skirt
- Footwear: Sensible work shoes or boots
- Accessories: Lanyard if required
- Outerwear: Gilet, waterproof coat, high vis vest for events or higher risk duties.
- Meetings: A different policy will apply for Council meetings for the presiding officer, where business dress will be required.

Appearance Standards

In addition to wearing the uniform, employees should ensure that they:

- Keep uniforms clean, pressed, and in good condition.
- Maintain personal grooming standards that are professional and appropriate for the workplace.
- Avoid wearing excessive or distracting accessories.

Note: Any uniform items that are torn, stained, or damaged should be replaced immediately.

Uniform Issue and Care

- The company will provide uniforms to employees at no cost.
- Employees are responsible for the daily care and upkeep of their uniforms. This includes washing, ironing, and any necessary repairs.

Exceptions

- In some cases, exceptions to this policy may be granted due to medical, religious, or cultural reasons. Employees who require an exemption should contact the Parish Clerk to discuss accommodations.
- Employees working in specific departments may have a different uniform requirement or alternative attire.

Seasonal Uniform Changes

Cold Weather Adaptations

During colder months or in work environments that involve exposure to low temperatures, employees must be equipped with suitable clothing to maintain warmth and prevent health issues related to cold stress.

- **Outerwear:** Employees working outdoors or in cold environments will be provided with or allowed to wear warm jackets, coats, or windbreakers. These items should be worn at all times during cold conditions.
- **Layering:** Employees may wear appropriate layers under their uniforms (such as thermal shirts, sweaters, gilets or fleece jackets).
- **Headwear:** Employees working outside in extremely cold weather may wear beanies, hats, or other head coverings to protect against frostbite, provided they match the company's uniform colours or are a neutral colour.
- **Gloves:** When necessary for comfort and safety, employees may wear gloves (e.g., insulated or waterproof gloves). Gloves should be functional and not interfere with job performance, especially in roles that require dexterity.
- **Footwear:** Insulated or waterproof boots are permitted during cold or wet weather. Employees should ensure that boots are in good condition and suitable for the job's safety standards.

Hot Weather Adaptations

During hot weather or in environments with high temperatures, employees should be provided with clothing and accessories that allow for comfort, proper ventilation, and safety while adhering to the uniform policy.

- **Lightweight Fabrics:** Employees may wear lighter, breathable fabrics (such as cotton or moisture-wicking materials) during hot weather to ensure comfort. The company may provide specific guidelines on the types of acceptable fabrics.
- **Short-sleeve Options:** In hot climates or summer months, employees may be permitted to wear short-sleeve shirts or blouses, provided these are still consistent with the company's professional appearance and branding guidelines.
- **Headwear:** Hats or caps may be required in some outdoor roles for sun protection.
- **Footwear:** Open-toed shoes (e.g., sandals) may be allowed during the hot months, but only if they meet the safety standards for the workplace. This would generally apply in non-hazardous environments or administrative roles.

Final Thoughts:

The goal of these weather adaptations is to ensure employee comfort, safety, and productivity while maintaining a professional and cohesive appearance. Employees should always prioritize safety and follow company guidelines regarding acceptable attire during various weather conditions.

Non-Compliance

Employees who fail to comply with this uniform policy may be subject to disciplinary action, including:

- Verbal warnings
- Written warnings
- Dismissal from your position

Policy Review and Amendments

This policy will be reviewed periodically to ensure it aligns with the company's goals and industry standards. Any changes to this policy will be communicated to employees in a timely manner.