



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

Whitwick Parish Council Meeting **20th March 2025 7pm**

Meeting Date: 20th March 2025

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

Meeting Start Time: 7:01 PM

Councillors Present:

- Cllr Anthony Barker, Cllr Audrey Barker, Cllr Ray Woodward, Cllr Peter Moulton, Cllr Michael Wyatt, Cllr Amanda Briers.

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- 3 members of the public
-

25-109 APOLOGIES

Apologies were received from the following councillors:

Chair Sue Colledge – bereavement.

Cllr Phil Casson – Family Commitments.

Cllr Andy Roach – work commitments.

Cllr Tony Gillard – illness.

On the motion of Cllr Anthony Barker, seconded by Cllr Audrey Barker. All in favour.

The council RESOLVED to accept these apologies.

25-110 DECLARATIONS OF INTEREST

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

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

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

- any matters relating to Whitwick Historical Group

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- a member of the Whitwick Quarry Liaison Group.

Cllr Moulton declared a **registerable interest** in

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

Cllr Wyatt declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council.

Cllr Briers had nothing to declare.

25-111 COMMUNITY POLICING

No report received.

All Beat surgery Meet the Team dates published on website - <https://whitwickpc.org.uk/community-information/policing/>

Whitwick April dates:

Meet the Team at The Rock Bar & Café, Meadow Lane, Whitwick. 10-11.30am, Tues 8 April 2025.

Meet the Team at Meadow Barn View, 368 Church Lane, Whitwick. 10:00AM - 11:00AM, Thu 17 April 2025

Meet the Team at Whitwick and Coalville Leisure Centre, Stephenson Way, Coalville. 10:00AM - 11:00AM, Sat 26 April 2025

25-112 PUBLIC PARTICIPATION SESSION

Comment from a member of the public regarding a motorbike going around Holly Hayes Wood.

Cllr R Woodward will inform the members of Holly Hayes Wood and the Woodman to try and deter the behaviour.

25-113 PRESENTATION OF REMEMBRANCE GARDEN PROPOSAL

Members received the design presentation by Lush Garden Design for the Remembrance Garden scheme. Will most likely be a 2-year project due to landscaping labour constraints and planting schedules.

Funds put in reserves.

Are members happy to adopt the scheme in principal (subject to quotes being provided for each stage of the work)?

Members thanked Lush Garden Design for the presentation.

Guidance will be taken from Lush Garden Design for what areas to start on first.

Clear feedback will need to be given if any design elements need changing before the work starts.

Timescales from start to finish is dependant on quotes coming back and being approved in good time, but also tree planting and spring planting to commence. Schedule of works in stages.

Councillors RESOLVED to approve the initial design and subject to quotes being provided for each stage to approve the work.

25-114 NWLDC LOCAL PLAN 2020-2042

Parish Clerk attended the Local Plan meeting on 17/03/2025.

New consultation hopefully being launched later this week on Friday 21/3/25 running until 2/5/25.

Different land allocations – some removed from previous local plan proposal/numbers reduced.

Presentation slides have been forwarded to all members.

6a Land off Torrington Avenue

7 Land off Hall Lane

17a Land off Thornborough Road (behind new leisure centre)

Broom Leys Farm

5 and 8C off Stephenson Way

Proposal: holding a consultation event, Ian Nelson and members of his team happy to attend a Parish Council Meeting / Event, Monday – Friday.

Parish Clerk to communicate with them for potential dates and publicise that to all residents of Whitwick so they can put their comments forward.

Suggestion of an open drop-in session would be more suitable.

Cllr M Wyatt and Cllr A Briers left after this agenda item – 8pm.

25-115 BRIERS WAY LAND PURCHASE OFFER

To comment on the email received from a resident.

APPENDIX A - Email

APPENDIX B - Map

Clerk presented an email to members from a resident with interest of purchasing the small pocket of land running alongside Briars Way footpath to the park.

Councillors RESOLVED that the land belongs to the community and therefore we are not selling any parcels of land as it sets a precedence.

25-116 MINUTES

Unfortunately, there has only been 3 weeks since the last meeting with a lot of community office work on Projects and PMGP tasks in between, as well as staff holidays being taken before the end of the financial year. This has meant the following minutes need to be deferred:

Thursday 21st November 2024 (to be tabled if available) - DEFER

Thursday 12th December 2024 (to be tabled if available) - DEFER

Thursday 16th January 2025 (to be tabled if available) - DEFER

Thursday 27th February 2025 (to be tabled if available) - DEFER

On the motion of Cllr R Woodward, seconded by Cllr Audrey Barker. Carried.

Councillors RESOLVED to defer the minutes as listed above to the next meeting.

25-117 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES

APPENDIX C

To note the signed minutes of the PMGP Committee meeting held on: Thursday 9th January 2025.

Received and noted by members.

25-118 DISTRICT COUNCILLOR'S REPORT

No reports have been received prior to the meeting.

Cllr Anthony Barker informed members of the play equipment on Hermitage Lake area park. 3 items of equipment were to be removed. He has had an update to say that an insurance claim has now been put in, and the equipment is due to be replaced. We will wait for further updates/clarification in writing.

Cllr P Moulton – same area as above, the new equipment is on the eco park right near the Leisure Centre. Article in Coalville Times re car parking, there was a software problem, and people were potentially fined through no fault of their own, Cllr P Moulton will be questioning the Officer further to ensure all penalties are dropped as he didn't state that clearly in the article.

Community Portfolio Holder has left NWLDC. We have had a trial for flexi-waste in different colour bags etc, to come into NWLDC in around 2027. The trial was due to finish in September, but it is now extended (date unsure)

Local Plan – as above comments with consultation going through.

25-119 COUNTY COUNCILLOR'S REPORT

No report received prior to the meeting. Cllr T Gillard is absent due to illness.

25-120 PLANNING AND LICENSING MATTERS

Licensing Applications and Decisions

No new licensing applications or decisions as a consultee to NWLDC have been received.

Planning Applications

To comment on any planning applications in Whitwick, including the applications listed below, as a consultee to NWLDC.

Planning Application Consultation ref 25/00345/PNH.

Date Received: 5/3/2025.

Proposal: Erection of a single-storey rear extension measuring 6 metres in length from the rear wall of the original dwellinghouse with an eaves height of 3 metres and a maximum height of 4 metres including a flue (Prior Approval).

Location: 87 Tressall Road Whitwick Coalville Leicestershire.

Deadline: 26/3/2025.

Parish clerk informed members that this is one of three properties that have potentially encroached Parish Land.

Members requested that this was explained to planning officers by the Parish Clerk, when submitting the parish response, and explain our concerns at this stage.

Planning decisions

No planning decisions approved by NWLDC have been received.

Article 4 Directions

The Parish Clerk has had no response yet from NWLDC planning department regarding our enquiry.

Today, 20th March 2025, around 5pm the previous application for the HMO has been amended again and Parish Clerk will be forwarding onto members.

25-121 FINANCE – BANK BALANCES

Latest bank balances as at 28th February 2025:

Unity current account £143,276.59

Unity instant access savings account £12,937.05 – now 2.5% AER interest rate, paid quarterly to current account (reduced March 2025)

CCLA Public Sector Deposit Fund £225,000.00 – monthly interest received £788.17

Received and noted by members.

25-122 FINANCE – INCOME & EXPENDITURE

To receive and note details for income received, payments made, and wages paid for February 2025 (to be tabled)

Parish Clerk informed members she doesn't have February figures yet, but she does have the first pack of monthly reports now available from the new accounts system (Scribe)

Parish Clerk presented 11 reports with guidance underneath for members to review.

There are uncashed cheques as of the previous year end, due to the figures being bought across from the old accounts system when we used cheques, that were then in the April figures. No issues going forward as we are now on BACS payments.

25-123 FINANCE – PAYMENTS

To approve payments to be made for March 2025. (to be tabled).

Deferred to the next meeting.

On the motion of Cllr P Moulton, seconded by Cllr R Wooward. Carried.

Councillors RESOLVED to defer the finance payments to the next meeting.

25-124 FINANCE – OPEN PARISH COUNCIL ACCOUNT WITH LLOYDS BANK

To comment on the Parish Clerk's proposal to open a current account with Lloyds Bank, so that we can have a debit card to pay Microsoft invoices each month for email services, minor expense claims, and to be able to use their business banking app.

Members agreed to wait for a recommendation from the Clerk once finalised her research on the different options.

25-125 FINANCE - THE GOOD COUNCILLORS GUIDE TO FINANCE 2025

To confirm all members have received and read the updated version.

Unfortunately, not all members are present to confirm if they have received and read it.

Printed versions can be provided for members upon request.

25-126 FINANCE – RESERVES 2024-2025 and 2025-2026

To discuss and review the reserves position for the financial year 2024-2025

APPENDIX D

To approve the reserves for the financial year 2025-2026, alongside the budget agreed for 2025-2026

Clerk has spoken to LRALC for guidance – we MUST hold general reserves and MAY hold earmarked reserves and there is no limit on ear marked reserves but must be held for specific projects / emergency funds. General reserves guidance is between 3-12 months of NET revenue expenditure which is equal to your precept minus any loan repayments, capital projects and any transfers to earmarked reserves.

Current position – minimum of 35%.

Last year's position we were at 80% on the general reserves.

Clerk advised we should review our reserves bi-annually.

Clerk is proposing that the reserve allocations are reviewed, and we move some funds from reserves to other projects.

MHF grant fund – we still have some money left in benches that we could use towards other projects.

Priority items to fund:

- Remembrance Garden
- Planting Scheme
- Park toilets
- Community Office / Hub

Reserves as per APPENDIX D

330 EMR Elections – reduce to £8000 as if we require an election for a casual councillor vacancy it is at the cost of £5500 per election. There hasn't one been done in approx. 4 years. A full election is paid for by NWLDC.

331 EMR Casual Election Contingency. – remove £2500 – we only need to retain enough for a casual councillor vacancy. So, we have amalgamated the two codes and reduced to £8000 in total.

332 EMR Capital Projects Provision – increase to £20'000 – for larger more expensive projects that would be able to be match funded.

334 EMR Whitwick Park Improvements – increase to £10'000 – for the Remembrance Garden project.

335 EMR Grit Bins – reduce to £2000.

336 EMR Community Initiatives – increase to £2000.

340 EMR Fencing – reduce to £3000. Currently have £6800 in this code and we are not going to be spending that on fencing.

341 EMR Poppies & Lamppost Project – propose to rename as remembrance – increase to £500

343 EMR Community Office – increase to £20'000.

344 EMR Community Projects – remove this code and move balance to 336.

345 EMR GDPR/Website – remain the same and reduce once website is re-built.

9pm - Cllr Anthony Barker moved to extend the meeting by 30 mins to 9.30pm. Seconded by Cllr R Woodward. Carried.

346 EMR Professional Fees – remain the same.

347 EMR Trees – reduce to £6000 – reallocate funds towards Spring Planting Scheme.

348 EMR Open Spaces Signage – remain the same.

349 EMR Comm. Events Christmas Lights – increased already last year to top up.

350 EMR Allotments Repairs & Renew – remove and deal with instances as routine maintenance.

351 EMR Riparian OS Flood Risk – keep this balance the same.

352 EMR Climate Change Action Fund – reduce back down to £3000.

Councillors RESOLVED to approve the updated Reserves figures as discussed.

25-127 RESERVES POLICY REVIEW

Issued as a tabled appendix what LRALC has advised.

Parish Clerk asked members to read, review and approve for us to update the website accordingly.

On the motion of Cllr P Moulton, Seconded by Cllr Audrey Barker. Carried.

Councillors RESOLVED to approve the Whitwick Parish Council Reserves Policy for 2025.

25-128 COMMUNITY EVENTS – WOODSTOCK IN WHITWICK EASTER EVENT

Easter event - Sunday 13th April 2025 at 11am at Whitwick Park.

Cllr S Colledge will no longer be able to organise and run the event, due to bereavement, this event can now longer go ahead. Apologies to residents. Woodstock will ensure residents are aware and WPC will also put a notice out.

25-129 COMMUNITY EVENTS – VE DAY 80TH ANNIVERSARY 8TH MAY 2025

Parish Clerk had a meeting with Scout leader on 19th March 2025.

Lighting of the beacon at 9.30pm.

Proposal – small street closure from City of Dan up to Scout Hut on Leicester Road.

Circuit of old-time war vehicles round the village before. Have family games area of old-fashioned games that Whitwick Parish Council will facilitate.

Road closure application being put in on 21st March 2025.

Budget needs to be allocated towards flags and handheld flags/bunting.

Councillors RESOLVED to approve a £500 budget for the VE Day 80th event.

25-130 COMMUNITY PROJECTS - Vehicle Activated Signs (VAS)

To note the production of data from the last location has been circulated and published at

<https://whitwickpc.org.uk/news/>

Cllr Audrey Barker informed council that smiley faces on Loughborough Road currently are not on. The batteries are not lasting more than 2 weeks.

25-131 COMMUNITY PROJECTS – CCTV

Parish Clerk attended CCTV User group meeting.

We need to send a Purchase Order for the £2000 for them to provide that grant for the cameras.

25-132 COMMUNITY PROJECTS – CHRISTMAS LIGHTS IN WHITWICK

Sent through lamppost details from stress testing.

Awaiting details from them for the installation of the electrics.

25-133 GROUNDS MAINTENANCE CONTRACT

Issue with items being missed from the contract when they signed it.

Parish Clerk is working through the contract line by line.

Tender prices/contract prices will be 'simplified' for each Parish Land area and Deputy Clerk will bring it to the PMGP Committee.

25-134 CASUAL VACANCY FOR PARISH COUNCILLOR

Closing date for the Casual Councillor Vacancy has been set at 26th March 2025 and advertised as per the process. No applications have been received at present.

25-135 STRUCTURE LICENSE FEE FROM LEICESTERSHIRE COUNTY COUNCIL

Note new fee structure for new street furniture item installations.

Benches, shelters, bollards, bins etc that are on NWLDC land.

25-136 REMOVAL AND NON-REPLACEMENT OF TRIM TRAIL PLAY EQUIPMENT AT OLD HERMITAGE LEISURE CENTRE SITE

APPENDIX E & F

To comment and approve any action to take on the email received from North West Leicestershire District Council regarding the removal of the trim trail play equipment on the playing field at the old Hermitage Leisure Centre site.

Cllr R Woodward stated the equipment was outdated and old now and since the demolition of the old leisure centre its now in the wrong place.

Parish Clerk stated it is disappointing that there are no plans to replace it.

2 Members of the public left at 9.30pm.

NWLDC stated use of this area is low, and therefore not used as much and reaching the end of its natural life and to not replace it. New Eco Park is being well used. Very spaced out and doesn't work as a trail.

Concerns over what is going to be there if there is no play area?

Whitwick Parish Council would like to understand why they are not replacing it or putting a new play area in.

Cllr P Moulton will ask the question and Parish Clerk will go back to her contact with this feedback.

25-137 LCC CONSULTATIONS

Development of North West Leicestershire Strategies – Survey

APPENDIX G

APPENDIX H

To comment on the survey received from LCC which the Parish Clerk will complete.

20th Dec - District council have commissioned playing pitch strategy, open spaces strategy, built sports facilities strategy and community facilities strategy. Survey for parish clerk to complete.

25-138 EXCLUSION OF PUBLIC AND PRESS (to be read out)

Last member of the public was asked to leave at this item. He did request to speak to a councillor regarding the item of 87 Tressall Road land grab/planning application.

Arrange a meeting with Clerk/Councillor to discuss the above item. Parish clerk provided the clerk email address to arrange a meeting.

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.

To approve the exclusion of the public for the next agenda item.

Cllr Anthony Barked proposed. Cllr P Moulton seconded. Carried.

Councillors RESOLVED to approve the exclusion of public and press for the following agenda item.

25-139 STAFFING

Staffing Update

Caretaker vacancy available. Will proceed to look at doing an advert.

Toil

Proposal of Clerks hours go back to 30 hours a week. The role needs to be more than 30 hours.

Councillors agreed to add this item to staffing committee agenda and come back to Council with the recommendation.

25-140 DATE OF NEXT MEETING

Meeting dates scheduled for Thursday 17th April 2025 7pm and Thursday 15th May 2025 Annual Parish Meeting at 6:30pm were confirmed for the next Parish Council meetings.

Cllr Audrey Barker proposed to move the Annual Parish Meeting from 8th May 2025 7pm due to the VE Day 80th anniversary, to 15th May 2025 at 6:30pm. Cllr Anthony Barker seconded. Carried.

Councillors RESOLVED to approve the change of date for the Annual Parish Meeting to 15th May 2025 at 6.30pm.

25-141 FUTURE AGENDA ITEMS

Members noted that all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked members for attending.

Meeting Closed: 9:50pm

Chairman’s Signature:

Chairman Name:

Date Signed: