



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

Extraordinary Council Meeting Minutes

5th June 2025

Meeting Date: 5th June 2025

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

Meeting Start Time: 6.00 PM

Councillors Present:

- Cllr Peter Moulton (Vice-Chair), Cllr Anthony Barker, Cllr Audrey Barker, Cllr Amanda Briers, Cllr Phil Casson, Cllr Andy Roach, Cllr Ray Woodward, Cllr Michael Wyatt.

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- Three members of public in attendance

25-176 APOLOGIES

Apologies were received from the following councillors:

- **Cllr Colledge** – Bereavement.

The Parish Clerk read out a thank you letter from Cllr Colledge for support received.

No apology was received from Cllr Gillard. He has informed the Clerk that he will be absent for the 19th June 2025 due to holiday.

On the motion of Councillor Anthony Barker, seconded by Councillor Phil Casson.

The council RESOLVED to accept Cllr Colledge's apology.

25-177 DECLARATIONS OF INTEREST

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

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

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

- a member of Whitwick Historical Society.

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 ward member for Thornborough Ward.

Cllr Casson had nothing to declare.

Cllr Roach had nothing to declare.

Cllr Briers had nothing to declare.

Cllr Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council.

25-178 PUBLIC PARTICIPATION SESSION

A member of the public stated that they had spoken to the Chair previously, about lack of accountability and transparency for the Parish Council meetings.

No papers were attached to the public printed agenda copies. p26 (Finance - April 25 Receipts) of the agenda plus on the website version had printed out with strange software generated figures on, which the Parish Clerk confirmed had been noted and corrected.

Staffing matters including toil and pension provision were being discussed in confidential session which the public member said was incorrect. The Chair and Parish Clerk confirmed to the Member of Public that when agenda items involving individual employees were being discussed, as per SLCC (Society of Local Council Clerks) and LRALC (Leicestershire and Rutland Association of Local Councils) guidance, this was held in confidential session due to specific employee personal details being discussed. Decisions from these agenda item discussions were minuted for public viewing.

Second Member of Public confirmed he could not find the appendix on the website. The Parish Clerk confirmed she would double check this as there were some issues with the website and document publication and thanked the member for the information.

25-179 PLANNING APPLICATIONS.

Members noted no new applications had been received.

25-180 PLANNING DECISIONS

Members noted the planning decisions.

25-181 GRANT APPLICATION – WHITWICK SCOUT GROUP

Details from the supporting documents and costs were presented by the Parish Clerk for the VE Day 80th Celebrations road closures, parade, bands and beacon lighting organised by Whitwick Scout Group.

On the motion of Councillor Ray Woodward, seconded by Councillor Phil Casson,

The council RESOLVED to approve the grant payment of £250.00 to Whitwick Scout Group for their VE Day 80th celebrations project.

25-182 GRANT APPLICATION – NORTH WEST LEICESTERSHIRE SOCIETY OF MODEL ENGINEERS LTD

Details of the new disabled access concrete ramp and railings project were presented by the Parish Clerk.

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

The council RESOLVED to approve the grant payment of £250.00 to North West Leicestershire Society of Model Engineers Ltd for their new ramp and railings project.

25-183 MINUTES

Thursday 21st November 2024 and 20th March 2025 minutes were deferred.

Thursday 12th December 2024, 16th January 2025, 27th February 2025 had been provided to Members prior to the meeting.

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,

The council RESOLVED to approve the minutes of the 12th December 2024, 16th January and 27th February 2025 as a true record, to be signed by the Chair.

25-184 FINANCE – BANK BALANCES

Members noted the latest bank balances, reported by the Parish Clerk.

25-185 FINANCE – PAYMENTS

The Parish Clerk presented the tabled documents for the May payments, and Payroll Summary for Month 2 salaries, NI, PAYE and pensions; a copy of which was offered to the Members of Public present.

The Parish Clerk drew members attention to the LRALC invoice within the payments, which was for membership of LRALC and NALC for the year, breaking down the individual costs for members.

Members were requested to approve the membership of LRALC and NALC for the year at the stated invoice cost, as well as the payments for the month.

The payments were all then read out and explained, with Members given the opportunity to query any. Members then discussed the benefits of the LRALC membership.

On the motion of Councillor Anthony Barker, seconded by Councillor Ray Woodward,
The council RESOLVED to approve membership of LRALC and NALC for the year 2025-2026 at a total cost of £1463.70 net.

On the motion of Councillor Andy Roach, seconded by Councillor Audrey Barker,
The council RESOLVED to accept and approve the payments for May and June 2025.

25-186 FINANCE – INCOME & EXPENDITURE

April payments and receipts documentation was presented and noted by Members.

As previously mentioned, Appendix H – April 25 Receipts when the pdf was merged the figures were corrupted. This has subsequently been corrected and distributed.

The reports are from Scribe and the Parish Clerk is still assessing what information shows in each type of report as there are quite a lot of reports to choose from. The description column detail was entered as a very generalised description, so these will be updated with more detailed descriptions for better clarity on the reports for the relevant income or expense. Invoices are available for members to review as required. Cllr Barker requested further information regarding the electricity costs and which sites had individual invoices and meters. The Parish Clerk confirmed we receive individual invoices for the electric for each building. The Parish Clerk also confirmed that our utility contracts and invoices need reviewing as some items are on payment plans, rather than the exact monthly or quarterly cost, as well as long term contracts that need reviewing prior to renewal. It was also discussed that some sites need individual meters such as water for the pavilion and the park, as discussed at the PMGP Committee Meeting. She also confirmed that the new accounts system has over 100 cost codes now as each cost centre needs separate cost codes in the accounts, providing full transparency.

25-187 INSURANCE

During the pre-renewal review with the insurance broker, it was recommended that the Council owned buildings get an up to date insurance rebuild valuation quote at a cost of £90 plus vat for each property. The Parish Clerk also explained that some of the values and cover levels need updating.

The Parish Clerk also requested all Members complete the Annual Insurance Review Declaration Form and return it to the Clerk.

The Clerk also confirmed that members had approved last year that Cyber Insurance be taken out.

The Clerk also reminded members that with all policies, we need to ensure that we comply with all conditions of all the policies, otherwise our insurance will be invalid.

A summary document of these will be provided for Members.

The final quote for insurance will also be forwarded to members as it was not available in time for tonight's meeting, and it expires on the 30th June 2025.

On the motion of Councillor Audrey Barker, seconded by Councillor Phil Casson,

The council RESOLVED to approve obtaining the insurance rebuild quotes at a cost of £90 plus vat per property.

25-188 DATE OF NEXT MEETING

Meeting dates scheduled are displayed on the website on the Meetings page.

Members were reminded of the correct procedure and timings for when apologies are received and the process for cancelling a meeting was discussed.

The next meeting dates were confirmed as Thursday 19th June and Thursday 17th July 2025.

25-189 FUTURE AGENDA ITEMS

This agenda item was missed but no discussion was required. Members had noted from the agenda that all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked everyone for attending.

Meeting Closed: 6.42pm

Chairman’s Signature:

Chairman Name:

Date Signed: