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

**MINUTES of the MEETING OF WHITWICK ANNUAL COUNCIL MEETING held on  
Thursday 15<sup>th</sup> May 2025 at 7pm in Park Hall, Whitwick Park, North Street,  
Whitwick, Coalville, Leicestershire LE67 5DT**

Present: Cllr Peter Moulton (Vice Chair)

Cllr Anthony Barker, Cllr Audrey Barker, Cllr Ray Woodward, Cllr Phil Casson, Cllr Andy Roach, Cllr Tony Gillard.

In Attendance:  
Sharon Kaye, Parish Clerk

2 members of the public

Meeting started 7.19pm.

**AGENDA**

**25-146 ELECTION OF CHAIRMAN FOR 2025/2026**

To elect the Chairman for 2025/2026 and to sign the Declaration of Acceptance of Office.

Cllr S Colledge volunteered to stand for Chair again.  
Due to current circumstances Cllr P Moulton will deputise for her whilst she is off.

Name of Member proposed – Cllr Sue Colledge.

Proposed by Cllr Ray Woodward, Seconded by Cllr Tony Gillard.  
Vote – All voted. Carried.

**RESOLVED: That Cllr Sue Colledge be elected as Chair of Whitwick Parish Council for 2025/2026 term.**

**RESOLVED: That the Declaration of Acceptance of Office by the Chairman be received and approved. Chair to sign after the meeting as not present.**

**25-147 ELECTION OF VICE-CHAIRMAN FOR 2025/2026**

To elect the Vice-Chairman for 2025/26.

Name of Member proposed – Cllr Peter Moulton

Proposed by Cllr Anthony Barker, Seconded by Cllr Ray Woodward.

Vote – all voted. Carried.

**RESOLVED: That Cllr Peter Moulton be elected as Vice-Chairman of Whitwick Parish Council for the 2025/2026 term.**

Cllr Peter Moulton will continue as acting Chair for the remainder of this meeting.

## **25-148 APOLOGIES**

To receive and approve any apologies for absence.

Cllr M Wyatt – illness.

Cllr A Briers – on holiday.

Cllr S Colledge – bereavement and illness.

Proposed by Cllr Anthony Barker, Seconded by Cllr Ray Woodward.

Vote – all voted. Carried.

**RESOLVED: To approve the apologies for absence.**

## **25-149 DECLARATIONS OF INTEREST**

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

### **Cllr Anthony Barker**

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

Removed: a registerable interest as a member of Quarry Liaison Group

Removed Jan 25: a registerable interest as a signatory at Walkers Flats Allotment Group

### **Cllr Audrey Barker**

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Updated Jan 25: as now a Councillor (previously Property Management & General Purposes Committee member of public, WHG interest is now amended to a Registerable Interest from a non-pecuniary interest.

### **Cllr P Casson**

Cllr Casson had nothing to declare

### **Cllr T Gillard**

Cllr Gillard declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council and Leicestershire County Council

### **Cllr P Moulton**

Cllr Moulton declared a **registerable interest** in

- Whitwick Historical Group as Link Councillor and a member
- Whitwick Bowls Club as a Link Councillor and a member
- Thornborough Road Allotment Society as a Link Councillor
- Walkers Flats Allotments as a Link Councillor

- Whitwick Action Group as a member
- all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward

#### **Cllr A Roach**

Cllr Roach had nothing to declare.

#### **Cllr R Woodward**

Cllr Woodward declared a **registerable interest** as

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

### **25-150 PUBLIC PARTICIPATION SESSION**

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

### **25-151 COMMUNITY POLICING**

Attendance at meeting by local PCSO or to receive and note any current report, if available. Dates of future beat surgeries provided below:

Next beat surgery booked in for Sat 17<sup>th</sup> May, Tues 24<sup>th</sup> June, Wed 9<sup>th</sup> July 2025, all at 6pm-7pm at Whitwick Park Hall.

Other dates of beat surgeries in the area for May and June are:

Meet the Team at Whitwick and Coalville Leisure Centre

11:00AM - 12:00PM, Thu 15 May 2025

Meet the Team at The Rock Bar & Cafe

10:00AM - 11:30AM, Fri 16 May 2025

Meet the Team at Meadow Barn View

10:00AM - 11:00AM, Fri 16 May 2025

Meet the Team at Whitwick Park Hall

6:00PM - 7:00PM, Sat 17 May 2025

Meet the Team at Sunnyside Garden Centre

11:00AM - 12:00PM, Thu 22 May 2025

Meet the Team at Meadow Barn View

10:00AM - 11:00AM, Wed 18 June 2025

Meet the Team at The Charles Booth Centre

11:00AM - 12:00PM, Wed 18 June 2025

Meet the Team at Whitwick Park Hall

6:00PM - 7:00PM, Tue 24 June 2025

Received and noted by members

## **25-152 CASUAL COUNCILLOR VACANCY**

### **APPENDIX A**

1 candidate 6 minutes before the deadline.

1 candidate the morning after the deadline who has since withdrawn.

1 candidate a month after the deadline whose details have been noted, for future vacancies.

Members have been forwarded the application form from the candidate.

Emails have been sent to the candidate to advise them of the process this evening and some resources to look at to find out more about what a Parish Councillor role entails.

The candidate was present at the meeting and was asked to talk through his application and what he could bring to the parish council, and members took the opportunity to ask the candidate some questions.

The candidate was asked to leave whilst the decision on the application for the casual councillor vacancy was discussed.

Proposed by Cllr Tony Gillard to reject the application on this occasion.

Seconded by Cllr Anthony Barker.

Voted. Carried.

**RESOLVED: to reject the application for Casual Councillor on this occasion.**

The applicant was thanked for his application.

## **25-153 APPOINTMENT OF COMMITTEES, WORKING PARTIES AND**

### **APPENDIX B**

#### **LINK COUNCILLORS**

To review and appoint the Members and Parish Council's representatives to external organisations for 2025-2026.

- a) Property Management and General Purposes Committee – proposal to change name to Property Management Committee.

Cllr Anthony Barker suggest we move to 6 committee members and the non-council members as 1.

Clerk was proposing to remain as 5 councillors and a minimum of 1 non-council member.

Resolved for Cllr Audrey Barker to join the PMGP committee as a council member.

6 council members and 1 non-council member.

- b) Staffing Committee – Cllr A Roach, Cllr P Moulton and Cllr Anthony Barker – stays the same as 2024.

- c) Appeals Committee – Cllr Sue Colledge and Cllr Phil Casson, 1 vacancy – Cllr Audrey Barker to fill the vacancy.

- d) Events Working Party – Cllr P Moulton and Cllr S Colledge. Council members joining as of 2025 – A Roach, A Barker, Audrey Barker and P Casson.

- e) Community Office Link Councillor & Key Holder – Cllr P Moulton.

We would like to encourage TWO link councillors per property below.

- f) Thornborough Road Allotments Society Link Councillor – Cllr P Moulton and Cllr P Casson.

- g) Walker Flats Allotments Society Link Councillor – Cllr P Moulton and Cllr Phil Casson.
- h) Whitwick Park Bowls Club Link Councillor – Cllr P Moulton and Cllr Andy Roach.
- i) Whitwick Historical Group Link Councillor – Cllr P Moulton and Cllr Andy Roach.
- j) Whitwick Quarry Link Councillor – Cllr Anthony Barker. Cllr Ray Woodward attends as a member of the public.
- k) Community Safety Champion Link Councillor – Clerk proposed to remove this role, been vacant for a year. Agreed to remove.
- l) Flood Action Plan Link Councillor – Cllr P Moulton.
- m) Litter Champion Link Councillor – agreed to remove this role but utilise Cllr P Casson contacts with the ‘wombles’ to act as a liaison.
- n) Meadow Barn View Link Councillor – Cllr Sue Colledge.
- o) Royal British Legion Link Councillor – Whitwick subbranch is no longer running – remove this role.
- p) Website link councillor – 2 rather than 3. Cllr A Barker and Cllr Phil Casson.
- q) Audit and Governance – Cllr Ray Woodward happy to continue.

## **25-154 REVIEW OF THE SCHEDULE OF MEETINGS**

### **APPENDIX C**

To review the existing 2025 calendar and 2026 proposed calendar of meetings.

2025 calendar as stands.

2026 proposed calendar.

Council meetings – Parish Clerk proposes 9 meetings a year.

Cancel April and October Meetings due to audit around April and budget and precept work starting in October. August, we don’t usually meet.

Members agreed to leave October meeting as is. Remove December.

On the motion of Cllr Phil Casson, seconded by Cllr Andy Roach.

Carried.

**RESOLVED: members resolved to meet 9 times a year, no meeting to take place in April, August as usual and December.**

Planning – For all planning applications, where no Member has raised any concerns within 7 days of receiving the planning notification by email, the Proper Officer shall exercise delegated powers to submit a “no objection” response on behalf of the Council.

On the motion of Cllr Anthony Barker, seconded by Cllr A Roach. Carried.

**RESOLVED: Clerk can respond to planning within 7 days if no concerns have been received.**

## **25-155 TERMS OF REFERENCE FOR COMMITTEES – Property Management and General Purposes Committee**

To review and discuss the proposed amendments prior to adopting the terms of reference for the following committees:

- a) Property Management and General Purposes Committee

**APPENDIX D**

To change TOR to 6 councillors, 1 resident.

On the motion of Cllr Anthony Barker, seconded by Cllr P Casson. Carried.

**RESOLVED: members agreed to change the terms of reference for property management and general purposes committee from 5 councillors and 2 residents to 6 councillors and 1 resident.**

b) Staffing Committee

**APPENDIX E**

On the motion of Cllr T Gillard, seconded by Cllr Phil Casson.

**RESOLVED: Staffing Committee Terms Of Reference to remain the same.**

c) Appeals Committee

**APPENDIX F**

On the motion of Cllr P Casson, seconded by Cllr T Gillard.

**RESOLVED: Appeals Committee Terms of Reference to remain the same.**

## **25-156 MINUTES**

To approve and sign the minutes of the Council meeting held on 16<sup>th</sup> January 2025.

**Minutes unavailable, have been emailed but no printed copy – deferred until the next meeting.**

## **25-157 PLANNING AND LICENSING MATTERS**

### **a) Licensing applications and decisions**

No licensing applications in Whitwick this month.

### **b) Planning applications**

Item 11 – Swannymote Road - Cllr P Moulton contacted Chris Elsdon. Access for 1 dwelling now. If entrance is granted the application is for 9 self builds. A tree needs to be removed to cater for the entrance.

Cllr P Moulton to submit a formal objection. Clerk to circulate the objection to all members.

Item 1 – has been passed before the approved extension.

Article 4 – change of use in HMO's, we need to evidence that there is an increase in HMOs in the village.

No objections to any others.

### **c) Planning decisions**

All decision to be circulated to members by Parish Clerk.

## **25-158 CHAIR'S REPORT**

None.

## **25-159 DISTRICT COUNCILLOR'S REPORT**

To receive reports from District Councillor's, if any.

## **25-160 - COUNTY COUNCILLOR'S REPORT**

New county councillor now in office. Not attended a meeting yet.

## **25-161 - WORKING PARTY/LINK COUNCILLOR REPORTS**

Cllr P Moulton requested if the minutes of the meeting with the Bowls Club were complete. Deputy Clerk is working on them.

**9.06pm – Cllr T Gillard left the meeting.**

**Chair requested a vote to extend the meeting by 15mins – carried.**

**25-162 - DRAFT NWLDC LOCAL PLAN 2020-2040**

**To submit the Parish Council response that has been read out at this evening's meeting as the formal response.**

On the motion of Cllr Anthony Barker, seconded by Cllr P Casson. Carried.

**RESOLVED: To submit the Parish Council response that has been read out at this evening's meeting as the formal response.**

**25-163 - EVENTS 2025**

**a) Christmas 2025**

Parish Clerk to carry out site survey on lampposts that are suitable for electrics out of the 30 that were stress tested.

**25-164 - DATE OF NEXT MEETING**

7pm 19<sup>th</sup> June 2025 Full Council Meeting

Cllr Gillard on holiday for the above meeting.

7pm 17<sup>th</sup> July 2025 Full Council Meeting

Cllr A Roach and Cllr Casson on holiday for the above meeting.

**Meeting closed 9.15pm**

Chairman's Signature: .....

Chairman Name: .....

Date Signed: .....