



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

Property Management and General Purposes Meeting

5th June 2025 7pm

Meeting Date: 5th June 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 (Chair), Cllr Audrey Barker, Cllr Phil Casson, Cllr Andy Roach, Cllr Ray Woodward, Cllr Peter Moulton.

Officers Present:

- Sharon Kaye, Parish Clerk
- Hollie Seager, Deputy Clerk

Public Attendees:

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

25-190 ELECTION OF CHAIRMAN FOR 2025/26

Cllr Anthony Barker to stand as chair again.

Proposed by Cllr R Woodward.

Seconded by Cllr P Casson.

Unanimous vote. All in favour.

The council RESOLVED that Cllr Anthony Barker will remain as chairman of PMGP committee for 2025/26.

25-191 APOLOGIES

No apologies received

25-192 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

- anything related 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 Casson had nothing to declare.

Cllr Roach had nothing to declare.

25-193 PUBLIC PARTICIPATION SESSION

No comments from members of the public.

25-194 MINUTES – APPENDIX A

Minutes of Property Maintenance and General Purposes Committee meeting held on Thursday 13th March 2025.

On the motion of Cllr P Moulton, seconded by Cllr A Roach. All in favour.

The council RESOLVED that the minutes of the meeting of the Property and General Purposes committee held on Thursday 13th March 2025 be confirmed as a true record and signed by the Chair.

25-195 CHAIRS REPORT

No report from the Chair.

25-196 JR LANDSCAPING

Deputy Clerk and Parish Clerk presented the maintenance schedule spreadsheet they had been working on. This is now broken down into annual contract cost by Whitwick Parish Council land area (WPC numbers) It has also been requested of JR Landscaping that their invoicing is simplified. All contracted costs that are carried out monthly to be invoiced each month in 12 equal amounts. Any additional items carried out will be invoiced on each invoice that is applicable.

25-197 PLANTSCAPE PLANTERS

Deputy clerk informed members that the planters are due for installation on 24th June 2025.

The watering will be carried out once a week, of an evening/night, therefore no disruption to residents or highways.

25-198 ENCROACHMENT OF PARISH LAND – TABLED

The Deputy Clerk presented a table of information to the members to show the findings of the land title deeds and numbers and ownership information related to the properties.

This item was deferred by the Chair until a separate discussion had been had between all councillors to decide the action moving forward.

Deputy Clerk to contact NWLDC legal department for the transfer of land documents.

On the motion of Cllr P Moulton, seconded by Cllr P Casson. All in favour.

The council RESOLVED to defer this item until information from NWLDC had been received.

25-199 BRIARS WAY & WHITWICK PARK ROUNDABOUT STONING – TABLED

The Deputy Clerk presented the quote from the builders' merchants to stone and membrane the area at the side of Briars Way entering the park, and to stone and membrane the roundabout at Whitwick Park Hall ready for the installation of the planters.

On the motion of Cllr P Casson, seconded Cllr A Roach. All in favour.

The council RESOLVED to accept and approve the quote and move the work to be completed.

25-200 PARISH WARDEN REPORTS – APPENDIX C

Deputy Clerk presented the last two months of the Parish Warden walk-round reports to members to note for information only.

Cllr A Barker requested that the Deputy Clerk send a map of the four Parish Warden areas to all members for their information.

IF any items get reported to LCC, the monthly update report we receive from them with the status of work is to be sent round to all members and copy the current County Councillor in.

25-201 PLAYGROUND INSPECTION REPORTS – (TABLED)

Deputy Clerk presented the last 5 months inspection reports completed by the playground inspector. The reports came to 112 pages long, too large to add as an appendix item, therefore the Deputy Clerk had broken these down into a spreadsheet of findings ranked in priority order for the members to view and

tabled this at the meeting. The Deputy Clerk will update the register monthly and send to all members if there are any updates.

The council RESOLVED to approve the work that needed to be completed on the findings.

25-202 MAINTENANCE TASK LIST AND BLOCKERS

Routine maintenance jobs that arise ad-hoc are proving difficult to complete sometimes, as the jobs are small, large companies' schedules at this time of year are full and its near on impossible to get small jobs completed. The Deputy Clerk proposed that we look at using local handyman companies / sole traders instead. It was suggested that we keep a list of 'preferred contacts.'

On the motion of Cllr A Roach, seconded by Jackie McNeice, All in favour.

The council RESOLVED to approve up to 5 contractors to be placed onto a regular maintenance contact list for the Clerk/Deputy Clerk to use for routine/emergency maintenance.

25-203 BINS/BRANDING – APPENDIX E

Deputy clerk presented three quotes for two new larger bins to be sited in the parish. One at Holly Hayes Park as there is currently only one small dog poo bin, and one at Whitwick Park. We will then re-site one of the smaller bins from Whitwick Park to Elms close where this bin is damaged and needs replacing.

Two options were given – vinyl logo stickers / laser cut logos. Councillors opted for laser cut logo as they are more weather resistant and cannot be peeled off.

On the motion of Cllr P Casson, seconded by Cllr A Roach. Cllr P Moulton abstained.

The council RESOLVED to approve the quote from BROXAP for two new bins with laser cut logos.

25-204 LAND MATTERS UPDATE – KING GEORGES FIELD

Whitwick Park

Appendix F – Surfacing of play areas

Deputy Clerk presented three quotes from playground surface suppliers. Members all agreed the re-surfacing needed to take place as a priority.

On the motion of Cllr Phil Casson, seconded by Cllr A Roach. All in favour.

The council RESOLVED to approve the quote from ESP Play Parks for their playground surface repairs.

Appendix G – Whitwick Park Driveway

Deputy Clerk presented two quotes from surfacing contractors for the repairs to Whitwick Park Hall driveway potholes.

On the motion of Cllr Audrey Barker, seconded by Phil Casson. Cllr A Barker abstained.

The council RESOLVED to approve the quote from Gillet Surfacing for the pothole repairs.

Appendix H – Storage Container

Deputy Clerk had a site visit at David Stanley regarding siting a storage container on Whitwick Park near the Bowls Club as the community office has no storage facilities.

Sales Manager from David Stanley will come out to the site to measure/advise the most suitable place.

On the motion of Cllr A Roach, seconded by Phil Casson. All in favour.

The council RESOLVED to approve the purchase of a storage container.

25-205 BUILDINGS MANAGEMENT UPDATE

PAVILION, TOILETS, OUTBUILDINGS AT WHITWICK PARK

Repairs to Whitwick Park Toilet block – TABLED AT THE MEETING

Previously discussed at a PMGP meeting. Quote had now been amended to repair ONE toilet out of the three due to cost. 2 options were given on the quote – anti vandal stainless steel and regular porcelain. A new door and lock system now need to be installed to avoid vandalism.

On the motion of Cllr P Moulton, Seconded by Cllr Anthony Barker. All in favour.
The council RESOLVED to approve the quote for anti-vandal repairs to the one toilet block.

CCTV at toilets – Deputy clerk suggested a home CCTV style system on the front of the toilets to defer vandalism. Chair deferred this item for a later meeting.

25-206 PROJECTS UPDATE

Current Projects - Deputy Clerk presented PMGP action points spreadsheet that she currently works from in order of priority.
For information only. Deputy Clerk will send to members to review.

- Future dated projects for next precept:
- wildflower meadows
 - picnic benches at Whitwick Park Hall
 - ‘Welcome to Whitwick’ signs (wooden composite)
 - Bowling green keeper specialist

25-207 DATE OF NEXT MEETING

Meeting dates scheduled for Thursday 3rd July and 4th Sept 2025 at 7pm were confirmed for the next PMGP meetings.

25-208 FUTURE AGENDA ITEMS

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

The Chair thanked members for attending.

Meeting Closed: 8:16 pm

Chairman’s Signature:

Chairman Name:

Date Signed: