



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

Whitwick Parish Council Meeting **Thursday 17th July 2025 7pm**

Meeting Date: Thursday 17th July 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 Tony Gillard (left at 7.44pm), Cllr Ray Woodward

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- 0 members of the public in attendance.

Cllr Woodward requested it be minuted that Members welcomed back Chair Sue Colledge after her leave of absence and other members reiterated, adding it was good to have her back.

25-253 APOLOGIES

Cllr Phil Casson – Holiday

Cllr Andy Roach – Holiday

Cllr Michael Wyatt – Holiday

Cllr Amanda Briers – Holiday

On the motion of Cllr Peter Moulton, seconded by Cllr Audrey Barker.

Council RESOLVED to accept the apologies.

25-254 DECLARATIONS OF INTEREST

Cllr Anthony Barker

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

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

Cllr Audrey Barker

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Cllr S Colledge

Cllr Colledge declared a **registerable interest** in

- all matters connected to Whitwick Historical Group as a member

a **pecuniary interest** as

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

a **potential pecuniary interest** as

- a member of Woodstock in Whitwick Committee

a **potential pecuniary interest** as

- an immediate neighbour of the old Hermitage Leisure Centre site

Cllr T Gillard

Cllr Gillard declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council.

Cllr P Moul

Cllr Moul declared a **registerable interest** in

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

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

Councillor Colledge confirmed she would not be taking part in agenda item 7, the grant application for Woodstock in Whitwick.

25-255 COMMUNITY POLICING

No report received prior to the meeting.

No officer in attendance this month.

PCSO Emma Ramsay had been in to the office in the last few weeks and has confirmed her supervisor would like an officer from her team to attend, if Emma is off shift that evening. The Parish Clerk has provided the July, September and October meeting dates.

“Meet the Team” dates given to members for July, August, September and October.

The Parish Clerk also read out the new Policing Priorities as of 1st July 2025:

- 1) Anti social behaviour.
- 2) Vehicles speeding along residential roads and parking, particularly outside schools.
- 3) Anti-social behaviour associated with off-road bikes.

The Parish Clerk also reported a resident’s concern about speeding and off-road motorbikes on Talbot Street, which had been passed onto PCSO Emma Ramsay

25-256 COUNTY COUNCILLOR REPORT – APPENDIX A

County Councillor was not in attendance.

The Parish Clerk read out the report.

Received and noted.

25-257 DISTRICT COUNCILLOR’S REPORT

No reports received prior to the meeting.

Cllr Tony Barker gave an update on the play area at the Hermitage Recreation Ground.

25-258 PUBLIC PARTICIPATION SESSION

No members of public present.

25-259 GRANT APPLICATION – WOODSTOCK IN WHITWICK – APPENDIX B

The parish clerk confirmed all documentation had been received for the grant application.

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

Council RESOLVED to approve the £250 community grant application for Woodstock in Whitwick’s music festival fund raising event.

Members noted Woodstock in Whitwick have raised £142,500, which has been given to local groups, charities, families and individuals, since 2002, with the help of their volunteers and sponsors.

25-260 COMMUNITY PROJECTS – Vehicle Activated Signs (VAS) – APPENDIX C

Members were provided with the latest data published for Talbot Street and Thornborough Road for 5th June to 2nd July 2025.

Received and noted.

25-261 RISK ASSESSMENT AND MANAGEMENT SCHEDULE 2025 – APPENDIX D

The Parish Clerk confirmed that the review of the Risk Assessment had not been carried out since 2022 and covid information had now been removed, as part of the initial revisions.

The Parish Clerk would be reviewing the Risk Assessment and the significant number of action points further during the coming year, prior to the next revision in May 2026.

Members discussed the revised assessment.

The Chair recommended that the asset register be fully reviewed and updated as a priority, which the Clerk confirmed would be actioned.

The one high risk item was fully discussed which was staffing. The Clerk highlighted the impact that staffing issues over the previous years had had on Parish Council operations and that some continuity in the staffing team, as well as providing staff training and the staff time to apply the training knowledge, would have significant benefit in the future.

The Parish Clerk also highlighted that the Council would need a new Councillor to volunteer to carry out the quarterly finance checks as the previous responsible Councillor had left. This would be added to the September agenda.

On the motion of Cllr Tony Gillard, seconded by Cllr Peter Moulton,

Council RESOLVED to approve the Risk Assessment and Management Schedule 2025.

25-262 FINANCE – BANK BALANCES – APPENDIX E

Current account £220,655.00, deposit account £13,094.65, Investment account £225,000.00.

Appendix E also showed the historical bank balances.

The Parish Clerk confirmed that the reports being generated by Scribe were very useful and informative

Received and noted.

The Chair thanked the Parish Clerk for the work carried out on the accounts and that it would be good for transparency.

25-263 FINANCE – INCOME AND EXPENDITURE – APPENDIX F (TABLED)

Received and noted.

25-264 FINANCE – PAYMENTS – APPENDIX G (TABLED)

The Parish Clerk explained to Members how the PPL PRS fee was calculated – our tariff for Community Buildings is 1% of income for PPL and 1% for PRS. PPL is Phonographic Performance Limited which represents recording companies and performers and PRS For Music Ltd represents songwriters, composers and music publishers. The Parish Clerk had queried the 50% increased cost of this year's invoice. The Parish Clerk to undertake further review of the conditions of the license to confirm if we need it for the hirers we have.

The annual insurance charges were then discussed, which had been previously forwarded to members. This included the Commercial Combined Insurance at £9962.16 and the Personal Accident Insurance at £483.99, which were included in the list of payments. The increase in cost from the previous year was noted. The Parish Clerk confirmed the Cyber Insurance was still outstanding as we needed to review the policy quotes and terms and conditions to ensure compliance, prior to proceeding.

On the motion of Cllr Ray Woodward, seconded by Cllr Peter Moulton,
Council RESOLVED to approve the finance payments for June and July including the annual insurance policies.

The Parish Clerk also confirmed that the building valuations that had been carried out have now all been received and this will be added to the next Council meeting agenda.

Councillor Tony Gillard left the meeting.

25-265 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES – APPENDIX H

The Parish Clerk informed members that they had received the PMGP meeting minutes from Thursday 5th June 2025 in Appendix H, that had been approved on 3rd July 2025.

Received and noted.

25-266 MINUTES – APPENDIX I to M

The chair confirmed that the minutes for 20th March, 15th May, 5th June, 19th June, and 10th July 2025 had been provided in Appendix I to M for Members to have read.

Cllr Barker requested it was put on record that the Council thanked the Parish Clerk for all her work in getting the minutes up to date.

The Parish Clerk also added her thanks to the Deputy Clerk who had assisted in this task, and said it was a team effort but the thanks were much appreciated.

On the motion of Cllr Tony Barker, seconded by Cllr Ray Woodward,
Council RESOLVED to approve the Council Meeting Minutes for 20th March, 15th May, 5th June, 19th June and 10th July 2025 as a true record, to be signed by the Chair.

25-267 DATE OF NEXT MEETINGS

Thursday 18th September 2025 7pm Council Meeting
Thursday 16th October 2025 7pm Council Meeting
Thursday 20th November 2025 7pm Council Meeting

Received and noted.

25-268 FUTURE AGENDA ITEMS

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

Received and noted.

The Chair thanked members for attending.

Meeting Closed: 19:52pm.

Chairman’s Signature:

Chairman Name:

Date Signed:

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Chairman’s Initials