



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

## **Whitwick Parish Council Meeting** **Thursday 20<sup>th</sup> November 2025 7pm**

**Meeting Date:** Thursday 20<sup>th</sup> November 2025

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

**Meeting Start Time:** 7pm

**Councillors Present:**

- Chair Sue Colledge, Cllr Audrey Barker, Cllr Tony Barker, Cllr Elijah Bennett, Cllr Phil Casson, Cllr Peter Moulton, Cllr Andy Roach Cllr Ray Woodward

**Officers Present:**

- Sharon Kaye, Parish Clerk

**Public Attendees:**

- 1 member of the public in attendance

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### **25-342 APOLOGIES**

Cllr Amanda Briers – family commitment

Cllr Tony Gillard – ill health

Cllr Michael Wyatt – work commitment

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

**Council RESOLVED to accept the apologies.**

Councillor Woodward informed the Clerk that he would not be in attendance at the January meeting, due to being on holiday.

### **25-343 DECLARATIONS OF INTEREST**

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

- all matters relating to North West Leicestershire District Council as a District Councillor for the Hermitage Ward
- Holly Hayes Woods as a director
- Whitwick Historical Society as a member

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

- Whitwick Historical Group as a member

**Cllr E Bennet** had nothing to declare.

**Cllr P Casson** had nothing to declare

**Cllr S Colledge** declared a **registerable interest** in

- Whitwick Historical Group as a member

a **pecuniary interest and registerable interest** as

- Woodstock in Whitwick Committee as a member
- Coalville C.A.N. as a member and shareholder

a **potential pecuniary interest** as

- The old Hermitage Leisure Centre site as an immediate neighbour

**Cllr P Moul** declared a **registerable interest** in

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

**Cllr A Roach** had nothing to declare.

**Cllr R Woodward** declared a **registerable interest** as

- Whitwick Historical Group as a member
- Whitwick Quarry Liaison Group as a member

***Received and noted.***

## **25-344 COMMUNITY POLICING**

The Parish Clerk has received confirmation that our new PCSO is Connor Mitchell (6574). She has forwarded the 2026 meeting calendar to him and the Parish Council look forward to meeting him in January 2026.

***Received and noted.***

## **25-345 PUBLIC PARTICIPATION SESSION**

The 1 member of public present said she had attended the Property Management & General Purposes Committee meeting and was interested and pleased to see the amount of work being carried out and actioned.

She asked Members to consider local residents and house holders when installing benches at new locations, and to be aware that benches can then become a focus for anti-social behaviour, bad language and other unsavoury behaviour.

Cllr Moul confirmed that a neighbours' consultation is always carried out prior to installing any new benches. If there was an issue with a particular bench, then to let the Parish Council know, so we can review and address any issues.

## **25-346 COUNTY COUNCILLOR REPORT**

Parish Clerk emailed County Cllr Boam on 10/11/25 inviting him to the meeting and to confirm his attendance. No response received. County Councillor was not in attendance. No report had been received.

***Received and noted.***

## **25-347 DISTRICT COUNCILLOR'S REPORT**

Cllr Moul reported that himself and Cllr Tony Barker attended the Local Plan meeting at NWLDC the previous evening. A petition from an action group for Torrington Avenue was presented. This was defeated and Torrington Avenue will remain in the local plan. The process will continue along the deadlines that have been set.

The Parish Council may be consulted about the unbuilt areas on C19A, with regards to keeping that land as open undeveloped land in perpetuity, at a later date.

***Received and noted.***

## **25-348 PLANNING APPLICATIONS**

There were 3 applications in the agenda and one additional application received since the agenda was issued:

Application 1 - 14/10/25 - **25/01233/FUL - 108 St Bernards Road Whitwick Coalville Leicestershire** - Erection of a single-storey rear extension, first floor hip to gable extension to rear roof slope and new dormer to the side (western) extended roof slope, rendering to the main dwellinghouse and replacement windows – comments due 28/10/25. Ward - Holly Hayes - Cllr Tony Gillard. Case officer - Kay Last.

15/9/25 was the original application. No objection agreed at 18/9/25 Full Council meeting.

Application 2 - 20/10/25 - **25/01258/VCI - 288 Hall Lane Whitwick Coalville Leicestershire** - Amendments to conditions 2 and 3 of planning permission 25/00428/FUL which was for the erection of a single storey side extension with flat roof to change to the depth of the extension from 7.220 metres to 7.408 metres, increase in the height of the extension from 2.260 metres to 2.599 metres (eaves) and 2.560 to 2.999 metres (height of flat roof) with changes to the materials on the front and rear elevations from facing brickwork to brick slips to match those on the existing dwellinghouse in terms of type, texture and colour. Comments due 10/11/25. Ward - Broom Leys - Cllr Lee Windram. Case Officer - Kay Last.

24/3/25 was the original application 25/00428/FUL - No objection agreed at 15/5/25 Full Council meeting.

Application 3 - 27/10/25 - **25/01472/FUL - 20 King Richards Hill Whitwick Coalville Leicestershire** - Erection of single storey side extension, covered porch and conversion of existing garage to form habitable living space. Comments due 17/11/25. Ward - Holly Hayes - Cllr Tony Gillard. Case Officer - David Pratt.

ADDITIONAL APPLICATION RECEIVED SINCE THE AGENDA WAS ISSUED:

Application 4 - 8/11/25 **25/01540/VCI - 40 Mossdale Whitwick Coalville Leicestershire** - Amendments to conditions 2 and 3 of planning permission 22/01501/FUL which was for a first-floor extension, insertion of dormer windows and rendering of the dwellinghouse to change the materials and replace an existing window on the rear elevation of the main dwellinghouse with patio doors. Comments due 09/12/25. Ward - Thornborough Ward - Cllr Peter Moulton. Case Officer - Kay Last.

**Received and noted. No objections were raised.**

## **25-349 COUNCIL MEETING MINUTES**

To approve the minutes of the Council meeting, held on:

18<sup>th</sup> September 2025

16<sup>th</sup> October 2025

**APPENDIX A**

**APPENDIX B**

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker,

**Council RESOLVED to approve the Council Meeting Minutes for 18<sup>th</sup> September and 16<sup>th</sup> October 2025 as a true record, to be signed by the Chair.**

## **25-350 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES**

**APPENDIX C**

To note the minutes of the PMGP Committee meeting held on Thursday 4<sup>th</sup> September 2025, approved on 6<sup>th</sup> November 2025.

***Received and noted.***

## **25-351 COMMUNITY PROJECTS – VEHICLE ACTIVATED SIGNS (VAS)**

To note the latest data has been published on <https://whitwickpc.org.uk/news/>.

The Parish Clerk updated members that the smiley face VAS cameras have been collected by the supplier Westcotec to investigate if there is a fault with them.

***Received and noted.***

## **25-352 COMMUNITY PROJECTS – REMEMBRANCE PARADE**

The Remembrance Parade was held on the 9<sup>th</sup> November 2025. The Parish Clerk, Chair and Members reviewed and passed on their thanks for the significant contributions made by all parties involved in the organisation of the Remembrance Event, including the Parish Council staff, the parade participants and residents who turned out to support the event and our veterans. To everyone who helped Whitwick commemorate Remembrance Day, the Parish Council would like to send their most sincere thanks to all involved in our best event yet, and we look forward to next year.

***Received and noted.***

## **25-353 COMMUNITY PROJECTS – CHRISTMAS LIGHTS**

The Parish Clerk confirmed to Members that Leicestershire County Council were on site at present fitting the electrical sockets on the lamp post lights.

They will be on site for 1-2 weeks and are prioritising the sockets for the first 10 lamp post lights.

Due to the delays in the installation, they have agreed to put up the 10 lights at no extra charge.

The Parish Clerk thanked Sue Dann at LCC for her assistance in pushing through this project, as well as Marco Paolini at LCC.

She also informed Members that we had Sharpe's electricians on site fitting the external sockets on businesses today, for the snowflake lights, and it was noted they have been very professional and polite. The Christmas tree and base outside the office will be constructed this week.

The flagpole Christmas tree unfortunately did not work so a new one has had to be purchased from Sweden and was on its way.

The flagpole has also broken and a replacement finial has been ordered.

*Received and noted.*

## **25-354 COMMUNITY PROJECTS – WOODSTOCK CHRISTMAS EVENT AT THE BLACK HORSE**

The event is being held on Sunday 7<sup>th</sup> December 2025 at 2.30pm. Santa and his elves will be in attendance, and all children get a free gift from Santa. Cllr Sue Colledge confirmed that the event should be in the outdoor pergola this year (weather dependent). There will be activities and a disco with children's games, as well as food and drinks provided. There is no charge to attend this family friendly event organised by Woodstock in Whitwick, and supported by Whitwick Parish Council, so no child should miss out on seeing Santa.

*Received and noted.*

## **25-355 COMMUNITY PROJECTS – CCTV**

The Parish Clerk chased this in September and again in November. An update should follow next week from Paul Collett at NWLDC.

*Received and noted.*

## **25-356 COMMUNITY PROJECTS – DEFIBRILLATORS**

The Parish Clerk confirmed that on 19<sup>th</sup> September 2024 minute number 3691 a defibrillator grant proposal was briefly reviewed and deemed expensive. It was resolved that the Parish Clerk would look into defibrillator costs, which the Clerk stated she had not done as yet.

It was also discussed that on 21<sup>st</sup> November 2024 minute number 2724 defibrillator training where Cllr Colledge proposed that we get CPR training sessions arranged at Park Hall for all councillors, staff and members of the public be able to attend.

The Parish Clerk stated that the BHF were offering grants, expiry of the scheme is 26/2/26 but we would need to comply with the conditions.

Costs should be approximately £1250-£1500 if the Parish Council purchase a unit, plus any installation costs.

The Chair stated the Parish Council had previously agreed to put £3,000 a year into the budget for defibrillators, with any residual funds rolled into the following year, to purchase these. Agreed approximately 8 years ago. It had never been actioned or budgeted for.

First responder training to be organised but will require a donation now as they no longer have funding to provide the training.

*Received and noted.*

## **25-357 COMMUNITY PROJECTS – REMEMBRANCE GARDEN**

The second set of drawings have been completed by the design team.

One specification quote has been received back so far for the proposed groundworks.

The mural wall has also now been refurbished, and Members thanked the artist for completing this work.

Protecting the mural may need further investigation as to the best method, by the PMGP Committee.

***Received and noted***

## **25-358 LOCAL COUNCIL AWARD SCHEME**

The benefits of the Local Council Award Scheme were discussed, which would give the Council and staff a legal framework to work to, to fulfil the Statutory Duties of the Parish Council.

On the motion of Cllr Sue Colledge, seconded by Cllr Elijah Bennett,

**Council RESOLVED to approve the registration and fee of £80 to be paid for the Bronze level of the Local Council Award Scheme.**

## **25-359 STAFF UNIFORM**

### **APPENDIX D and E**

A quote was provided from a local supplier EPT Workwear in appendix D, with suggested standard items per job role, colour, embroidered wording and style of uniform to be provided.

The Parish Council logo is to be rebranded as a future project.

On the motion of Cllr Sue Colledge, seconded by Cllr Audrey Barker,

**Council RESOLVED to approve the adoption of staff uniform for Parish Council staff and the purchase of uniform as per the quote provided for £1070.06 plus vat from EPT Workwear.**

A staff uniform policy was provided in appendix E, which the Parish Clerk recommended was adopted to run alongside the provision of uniform for staff.

On the motion of Cllr Anthony Barker, seconded by Cllr Audrey Barker,

**Council RESOLVED to approve the staff uniform policy.**

## **25-360 INSURANCE – COMMERCIAL COMBINED INSURANCE POLICY REPORT**

The Parish Clerk had not had time to complete a report so this item was deferred.

## **25-361 INSURANCE – BUILDING VALUATIONS**

The Parish Clerk had not had time to complete a report so this item was deferred.

## **25-362 INSURANCE – CYBER INSURANCE POLICY**

Risk assessment and a quote from our existing insurance broker has been forwarded to members and was also tabled at the meeting.

£500k cover - £315.84. This was the recommendation of the Parish Clerk for an initial entry level of cover.

£750k cover - £448

£1million cover - £579.04

Internal practices were discussed as well as training for employees, to ensure everyone understands what is required to ensure compliance with the policy.

On the motion of Cllr Sue Colledge, seconded by Cllr Phil Casson,

**Council RESOLVED to approve the cyber insurance policy quote of £315.84 for £500,000 of cover with James Hallam Insurance.**

## **25-363 CONSULTATIONS - COMMUNITY GOVERNANCE REVIEW**

The consultation opens on 15th December 2025 running to 7th February 2026

More details and links can be found on LRALC's [website](#) and NWLDC's website.

Because of Local Government Reorganisation (LGR), North West Leicestershire District Council are consulting on arrangements for areas that are currently unparished.

### **Unparished areas**

Bardon including Bardon Parish Meeting, Broom Leys, Castle Rock, Coalville East, Coalville West, Greenhill, Snibston North, Snibston South, Thringstone.

As a neighbour of some of the unparished areas, Whitwick residents, businesses and the Parish Council have been consulted.

Everyone is encouraged to respond to the consultation.  
Members discussed some of the possible implications of the consultation and LGR, with a forward plan being required when more details are known.

*Received and noted*

**35-364 FINANCE – BANK BALANCES**

Current account £229,500.50, deposit account £13,168.91, Investment account £225,000.00, as at 31<sup>st</sup> October 2025.

*Received and noted.*

**35-365 FINANCE – INCOME & EXPENDITURE**

To note the income and expenditure reports. DEFERRED.

**35-366 FINANCE – PAYMENTS**

To approve payments to be made. DEFERRED.

**35-367 FINANCE – YEAR TO DATE BUDGET REPORT**

To receive and comment on the year to date budget report. DEFERRED.

**35-368 FINANCE – EXTERNAL AUDIT**

The audit has now been completed and forwarded to Members.  
The Parish Clerk will do a report of the action points from the 2024-2025 audit and the previous year, and actions completed.  
The Parish Clerk confirmed that an extra charge was incurred for work carried out on items of interest, raised by a resident.

*Received and noted.*

**25-369 DATE OF NEXT COUNCIL MEETING**

Thursday 15<sup>th</sup> January 2026 7pm at Whitwick Park Hall  
Thursday 19<sup>th</sup> February 2026 7pm at Whitwick Park Hall  
The Parish Clerk also advised that there would be an additional extraordinary meeting on Thursday 29<sup>th</sup> January 2026.

*Received and noted.*

**25-370 FUTURE AGENDA ITEMS**

To note 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:** 8.30 pm.

Chairman’s Signature: .....

Chairman Name: .....

Date Signed: .....