



Thursday 8th January 2026

To: The Members of Whitwick Parish Council

(Chair Sue Colledge, Cllr Audrey Barker, Cllr Tony Barker, Cllr Elijah Bennett, Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Peter Moulton, Cllr Andy Roach Cllr Ray Woodward, Cllr Michael Wyatt)

Dear Councillors,

NOTICE OF COUNCIL MEETING

I hereby give notice that the next full council meeting of Whitwick Parish Council will be held at:

**Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,
Leicestershire LE67 5HB on**

Thursday 15th January 2026 at 7.00pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are invited to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

To view the full agenda, please visit www.whitwickpc.org or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.

Sharon Kaye
Parish Clerk

3a Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
Phone: 01530 459527 Email: clerk@whitwickparishcouncil.gov.uk Website: www.whitwickpc.org.uk

AGENDA

26-001 APOLOGIES

To receive and approve apologies for absence.

26-002 DECLARATIONS OF INTEREST

To receive any declarations of interest, in regard to any agenda item.

26-003 COMMUNITY POLICING

Attendance at meeting by local PCSO, or to receive and note any current report, if available.

Dates of future beat surgeries to be provided

26-004 PRESENTATION FROM DAVID WILSON HOMES RE PRE-PLANNING CONSULTATION REGARDING THORNBOROUGH ROAD

APPENDIX A

To receive the presentation from David Wilson Homes and feedback from the public consultation held from 10th-24th December 2025, with the opportunity for Members to ask any questions.

26-005 PUBLIC PARTICIPATION SESSION

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

26-006 PLANNING APPLICATIONS

To comment on the latest planning applications below, received as a consultee from NWLDC, in addition to any applications received up to the meeting date.

Application 1

Reference: 25/01660/TPO

Location: Land Rear Of 21 To 63 Church Lane Whitwick Leicestershire LE67 5DN

Proposal: Works to 1 no. Oak Tree to remove a hyper extended limb coming from the lower stem leaving a water barrier, works to crown reduce 1no. Oak Tree by 2.5 meters to reduce weight and works to reduce 1no. Oak Tree by 1.5 metres (Protected by Tree Preservation Order T416)

Application 2

Reference: 25/01131/VCI

Location: Whitwick Constitutional Club 8 Silver Street Whitwick Coalville

Proposal: Amendments to conditions 3 and 4 of planning permission 21/02020/FUL which was for the change of use of first floor live in steward's accommodation into office space to be occupied by professional services to amend the permitted opening hours and to allow the use of the first floor by uses falling within Class E (c) (iii) and (e)

Application 3

Reference: 25/01674/DEM

Location: Garages Off The Pines Whitwick Leicestershire

Proposal: Demolition of 7 no. detached garages

Application 4

Reference: 25/01746/FUL

Location: Man Within Compass Loughborough Road Whitwick Coalville

Proposal: Proposed external alterations including timber framed pergola, alterations to the gable end wall to form a new door opening, relocation of existing timber huts, festoon lighting, external TV screen and new fencing and steps

Application 5

Reference: 25/01762/FUL

Location: 45 Carterdale Whitwick Coalville Leicestershire

Proposal: Demolition of an existing detached garage, erection of a single-storey side extension and a single-storey front and side extension and erection of new boundary treatments

26-007 COUNCIL MEETING MINUTES**APPENDIX B**

To approve the minutes of the Council meeting, held on:
20th November 2025

26-008 COMMUNITY PROJECTS – CHRISTMAS LIGHTS

To receive an update from the Parish Clerk.

26-009 COMMUNITY PROJECTS – WOODSTOCK CHRISTMAS EVENT AT THE BLACK HORSE

To receive an event report from the Chair Cllr Sue Colledge.

26-010 COMMUNITY PROJECTS – VEHICLE ACTIVATED SIGNS (VAS)

To note the latest data for Loughborough Road from 3rd December 2025 – 8th January 2026, has been published on <https://whitwickpc.org.uk/news/>.

26-011 COMMUNITY PROJECTS – VEHICLE ACTIVATED SIGNS (VAS)**APPENDIX C**

To approve the offer of 2 free solar panels for the smiley face VAS Cameras from Westcotec.

26-012 COMMUNITY PROJECTS – CCTV

To receive an update from the Parish Clerk.

26-013 COMMUNITY PROJECTS – DEFIBRILLATORS**APPENDIX D**

To approve the purchase of a defibrillator.

26-014 LCC FLOOD SAX DEMONSTRATION THURSDAY 5th FEBRUARY 2026 1PM

To receive nominations for the invitation sent to the Parish Clerk for parishes to attend a FloodSax demonstration at County Hall (1 hour including Q&A) with option to collect supplies.

26-015 COMMUNITY GRANTS SCHEME**APPENDIX E**

To approve an amendment to the community grants scheme.

26-016 POLICIES AND PROCEDURES UPDATE - COMMUNITY GRANTS POLICY**APPENDIX E**

To review and approve the community grants policy.

26-017 POLICIES AND PROCEDURES UPDATE – CIVIC PROTOCOL POLICY**APPENDIX F**

To review and approve the civic protocol policy.

26-018 POLICIES AND PROCEDURES UPDATE – COMPLAINTS PROCEDURE**APPENDIX G**

To review and approve the complaints procedure policy.

26-019 POLICIES AND PROCEDURES UPDATE – COUNCILLOR’S CODE OF CONDUCT**APPENDIX H**

To review and approve the code of conduct.

26-020 CHARITIES COMMISSION

To note the annual return for Whitwick Park (King Georges Field) has been submitted and all details on the account and public register updated.

26-021 FSCS PROTECTION LIMIT INCREASE TO £120,000

To note from 1st December 2025 the Financial Services Compensation Scheme (FSCS) is increasing its deposit protection limit from £85,000 to £120,000 per eligible person (ie for all accounts we hold as a total).

26-022 COUNTY COUNCILLOR REPORT

To receive a report from the County Councillor, if any.

26-023 DISTRICT COUNCILLOR’S REPORT**APPENDIX I**

To receive reports from District Councillors, if any.

26-024 DATE OF NEXT COUNCIL MEETING

Thursday 29th January 2026 7pm Extraordinary Council Meeting, at Whitwick Park Hall

Thursday 19th February 2026 7pm Full Council meeting, at Whitwick Park Hall

Thursday 19th March 2026 7pm Full Council meeting, at Whitwick Park Hall

26-025 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

PROPOSED RESIDENTIAL DEVELOPMENT

LAND TO THE EAST OF THORNBOROUGH ROAD, COALVILLE

We are writing to inform you that David Wilson Homes East Midlands ('David Wilson Homes') is preparing to submit an outline planning application for residential development on land East of Thornborough Road, Coalville.

This leaflet provides details for the proposals and identifies how you can comment on the scheme prior to the submission of the planning application.

PROPOSED SCHEME

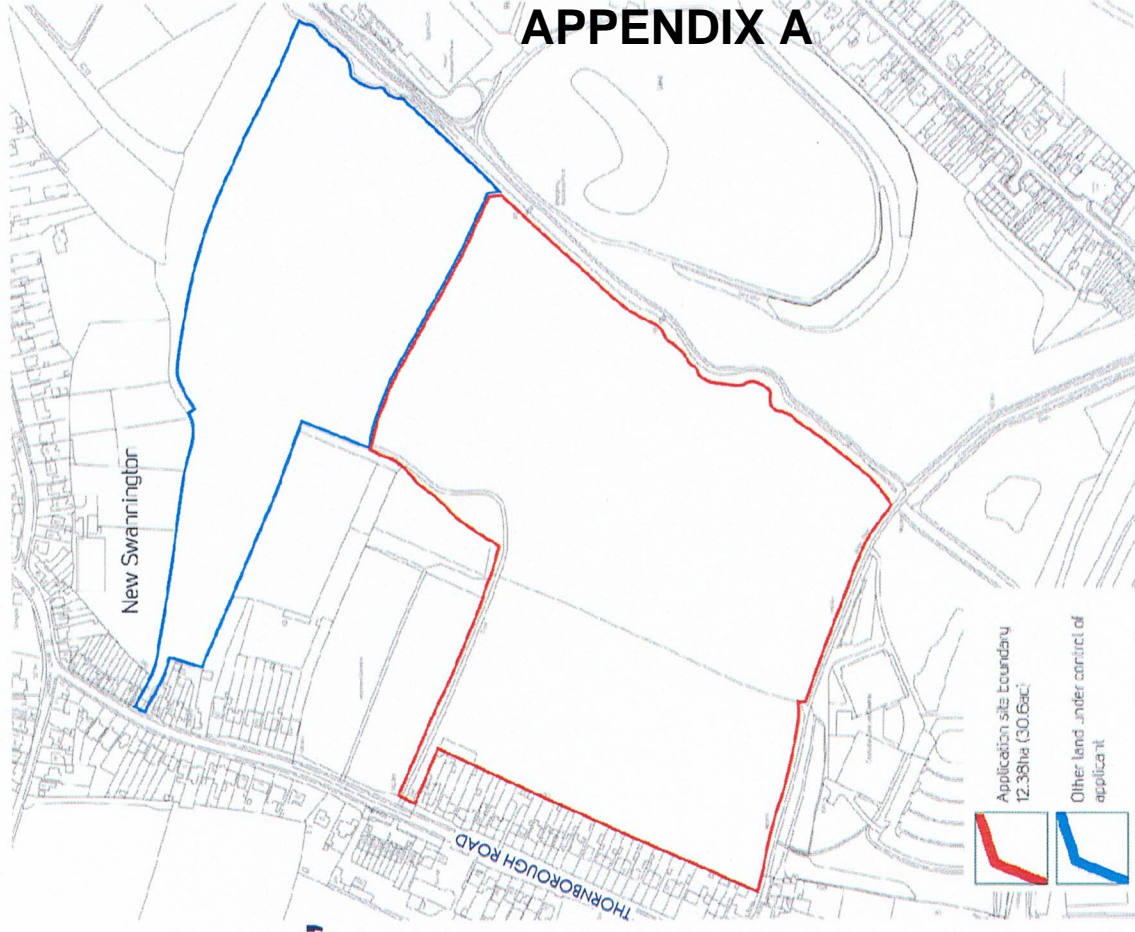
The scheme will deliver high quality sustainable homes, including affordable housing, public open space, a children's play area, sustainable drainage and enhanced landscaping. You can view a Site Location Plan and Concept Masterplan on the consultation website.

www.thornboroughroad.co.uk



DAVID WILSON HOMES
WHERE QUALITY LIVES

APPENDIX A



PUBLIC CONSULTATION AND FEEDBACK

We are holding an online public consultation and engagement event which can be accessed at the following address www.thornboroughroad.co.uk or by scanning the QR code below:



You are being invited, as a local resident or business, to review the information for the development proposals for this site and provide feedback to help us to refine these proposals.

The consultation runs between **10 December – 24 December 2025**. Please provide your comments online using the feedback form provided, or post any written responses to the following address:

Savills Planning, 55 Colmore Row, Birmingham, B3 2AA

Your comments will be taken into consideration before the planning application is submitted. You will have another opportunity to comment on the proposals once the planning application has been submitted to North West Leicestershire District Council.

The consultation ends at 5pm on 24th December 2025.



DAVID WILSON HOMES

David Wilson Homes is a '5 star' housebuilder and is well known for its beautifully designed houses that are built to the highest quality. **David Wilson Homes** is part of Barratt Redrow Plc and has a vision to lead the future of housebuilding by putting customers at the heart of everything they do. For over 65 years, Barratt has made sustainable living a reality, building strong communities.

www.thornboroughroad.co.uk



DAVID WILSON HOMES
WHERE QUALITY LIVES





APPENDIX B

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

Whitwick Parish Council Meeting **Thursday 20th November 2025 7pm**

Meeting Date: Thursday 20th 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

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:

18th September 2025

16th 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 18th September and 16th 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 4th September 2025, approved on 6th 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 9th 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 7th 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 19th 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 21st 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 31st 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 15th January 2026 7pm at Whitwick Park Hall

Thursday 19th February 2026 7pm at Whitwick Park Hall

The Parish Clerk also advised that there would be an additional extraordinary meeting on Thursday 29th 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:

APPENDIX C

Parish Clerk

From: [REDACTED]
Sent: 01 December 2025 11:46
To: Parish Clerk
Subject: Re: Smiley face Cameras - Order 9623

Hi Sharon,

Hope you had a good weekend.

Currently trying to get in touch with some relevant customers, but I haven't heard back yet.

To just outline the proposal from us, please see below.

Free retrofit of 10w solar panel to unit. This doesn't remove the requirement of battery changes however this extends the operational time.

Your signs and batteries have been assessed and we haven't diagnosed any faults.

Typically this would be £650.00 + VAT per unit, but we are providing this free of charge.

Kind Regards,
 Will



[REDACTED]
 Business Development Representative | Westcotec Ltd

t: 01362853124 | [REDACTED]

e: [REDACTED] w: westcotec.co.uk

a: Westcotec Ltd, 34 Bertie Ward Way, Rashes Green Ind. Estate, Dereham, Norfolk



The banner features the Westcotec logo on the left. Below it, the text 'How did we do?' is displayed in large white font. Underneath, a smaller line of text reads: 'We pride ourselves on our continued high level of customer service and therefore we are always looking at new ways to improve.' A red button with white text 'LEAVE FEEDBACK' is positioned below this text. On the right side of the banner, there are two circular graphics. The first is a large orange circle containing a black rectangular sign with the number '23' in large orange digits and '20' in smaller white digits below it. The second is a smaller orange circle containing a black rectangular sign that reads 'THE HEIGHT OF YOUR VEHICLE IS 15ft 1in' in white text.

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01629710128

Website:
www.Defib4Life.co.uk

VAT Number
GB 328160514

| | | | |
|-----------------|------------------------|------------------|--|
| Customer | Whitwick Parish Coucil | Reference | |
|-----------------|------------------------|------------------|--|

| | | | | | |
|---------------|---------|----------------|------------|----------------|------------|
| Number | SQ-1144 | Created | 14/01/2026 | Expires | 13/02/2026 |
|---------------|---------|----------------|------------|----------------|------------|

| | |
|--|---|
| Invoice Address Whitwick Parish Coucil | Delivery Address Whitwick Parish Coucil |
|--|---|

| Description | Qty/Hrs | Price/Rate | Net | % VAT | VAT | Total (£) |
|---|---------|------------|--------|-------|--------|-----------|
| Physio Control Lifepak CR2 USB AED Fully Automatic Defibrillator (99512-001229) | 1.00 | 745.00 | 745.00 | 20.00 | 149.00 | 894.00 |
| DefibSafe 2 Locked AED External Heated Defibrillator Cabinet (91001) | 1.00 | 445.00 | 445.00 | 20.00 | 89.00 | 534.00 |
| AED Prep Kit Rescue Ready Kit (2877) | 1.00 | 0.00 | 0.00 | 20.00 | 0.00 | 0.00 |

| | | | | | |
|------------------|--------------|------------------|------------|--------------|--------------|
| Total Net | 1,190.00 (£) | Total VAT | 238.00 (£) | Total | 1,428.00 (£) |
|------------------|--------------|------------------|------------|--------------|--------------|

| VAT Rate | Net (£) | VAT (£) | Total (£) |
|-----------------|----------|---------|-----------|
| Standard 20.00% | 1,190.00 | 238.00 | 1,428.00 |

Parish Clerk

From: [REDACTED]
Sent: 14 January 2026 16:35
To: Parish Clerk
Subject: FW: New customer message on 14 January 2026 at 13:16
Attachments: SQ-1144 - Whitwick Parish Coucil.pdf; INT ENG LIFEPAK CR2 USB Data Sheet (2).pdf

Hello Sharon,

Thank you for getting in touch with us, please find attached quote this is one of the easiest devices to use and can send over a video if required.

We also offer the following maintenance packages –

Annual Maintenance Check & Clean - £75 plus VAT per year

6-8 weekly check Guardian Care with Clean - £175 plus VAT per year

6-8 weekly check Guardian Care with Clean, replacement pads and batteries - £275 plus VAT per year

The replacement parts for this device are –

Pads - £92 plus VAT – every 4 years if not used

Battery - £207 plus VAT every 4 years

Attached is the brochure.

Let me know if you need anything else.

Kind Regards,

[REDACTED]
 Defib4Life Ltd
 01629 710 128

[REDACTED]
www.defib4life.co.uk



From: orders@defib4life.co.uk <orders@defib4life.co.uk>
Sent: 14 January 2026 13:39
To: [REDACTED]
Subject: FW: New customer message on 14 January 2026 at 13:16

From: Defib4Life Ltd (Shopify) <mailer@shopify.com>

Sent: 14 January 2026 13:17

To: orders@defib4life.co.uk

Subject: New customer message on 14 January 2026 at 13:16

You received a new message from your online store's contact form.

Country Code:

GB

Name:

Sharon Kaye

Email:

clerk@whitwickparishcouncil.gov.uk

Phone:

[REDACTED]

Message:

Hi,

Please could you email a quote for a defibrillator as follows:

Outdoor defibrillator and cabinet.

Fully automatic, so no training required.

Suitable for all ages - adults and children.

Will require electric for heated cabinet to protect the unit against bad weather.

Unit to be easily accessible to public.

Needs to be suitable for all members of the public to use easily with no training.

Can you also provide the prices for the spares for the same machine and what servicing or maintenance it may require and costs please.

If there is any other information we should know or you require for the quote, please let me know.

Thank you,

Sharon

Data sheet

LIFEPAK® CR2 defibrillator USB

Features

- Layered, easy to follow design
- QUIK-STEP™ electrodes for both adult and paediatric patients
- Fast time to first shock¹
- Child Mode button
- Fully automatic and semi-automatic models available



Sudden cardiac arrest (SCA) can happen to anyone—anywhere. Immediate treatment is vital. A victim's chance of survival dramatically decreases for every minute without treatment.² That's why public access defibrillators are so important. They put lifesaving technology where it can do the most good.

• Designed for user confidence

LIFEPAK CR2 is designed to keep the rescuer focused on what really matters—saving a life.¹

• Layered design

Layered design with easy to follow bold graphics. Both trained and untrained AED users clearly know how to begin.

• QUIK-STEP electrodes

Peel directly off the base for faster placement.

• Child Mode

Child Mode delivers reduced energy and CPR guidance appropriate for children, without having to change electrodes.

• Metronome and CPR coaching

Quickly sets an effective pace and audibly guides users by providing prompts that continually advise correct technique and depth.

• ClearVoice™ technology

Detects background noise and adjusts tones and voice prompts to ensure they can be heard clearly in noisy environments.

• Highest available escalating energy

Up to 360J for more effective shocks as needed.

• LIFEPAK TOUGH™

IP55 rating for challenging environments.

• 8-year warranty

Backed by an 8-year warranty.

Specifications

Defibrillator

Waveform: Biphasic Truncated Exponential with voltage and duration compensation for patient impedance.

Patient impedance range:
10 – 300 ohms.

Energy accuracy:
10% of the energy setting into 50 ohms.
15% of the rated energy output into
25 – 175 ohms.

Energy default: 200J, 300J, 360J (adult)
50J, 75J, 90J (paediatric).

Shock Advisory System™: An ECG analysis system that advises whether a shock is appropriate.

CPR coaching: Instructions for adult and paediatric CPR, including feedback when no CPR is detected, rate and depth guidance, a metronome and instructions on hand placement.

Time to shock at 360J after CPR:

- **Semi-automatic:** < 17 seconds
- **Fully automatic:** < 23 seconds

Charge time: 0 seconds for first 150J or 200J shock (as device is pre-charged).

Controls

Lid release/ON-OFF: Controls device power.

Shock button, semi-automatic: Delivers energy when button pressed by the user.

Shock button, fully automatic: Flashes prior to delivering shock without requiring user intervention.

Child Mode button: Allows operator to switch to Child Mode for reduced energy and CPR guidance appropriate for children from one year old.

Electrical protection: Input protected against high voltage defibrillator pulses per IEC 60601-1/EN 60601-1.

Safety classification: Internally powered equipment. IEC 60601-1/EN 60601-1.

User interface

User interface: The user interface includes voice prompts and audible tones.

ClearVoice technology: Detects background noise and adjusts audio and voice prompts to ensure they can be heard clearly in noisy environments.

Device status indicators: Visual and audible indicators indicating system readiness (device, pads and battery).

Environmental

Note: All performance specifications defined assume the unit has been stored (two hours minimum) at operating temperature prior to operation.

Operating temperature: 0° to +50°C (+32° to +122°F).

Storage temperature: -30° to +60°C (-22° to +140°F) with battery and electrodes, maximum exposure time limited to one week.

Long term storage: Always store the defibrillator within the recommended temperature range of 15° to 35°C (59° to 95°F).

Altitude: -382 to 4,572 m (-1,253 to 15,000 ft).

Relative humidity: 5 to 95% (non-condensing).

Dust and water resistance: IEC 60529/EN 60529 IP55 with electrodes connected and battery installed.

Shock: IEC 60068-2-27, (40g, 11 ms pulse, ½ sine each axis).

Vibration: MIL-STD-810G, Method 514.6, helicopter – category 14 and ground vehicle – category 20.

Physical characteristics

With handle, including electrodes and battery:

Height: 9.7 cm (3.8 in)

Width: 22.6 cm (8.9 in)

Depth: 27.4 cm (10.8 in)

Weight: 2.0 kg (4.5 lb)

Accessories

Primary battery

- **Type:** Lithium manganese dioxide (Li/MnO₂), 12.0V, 4.7 amp-hours.
- **Capacity (at 20°C):** Will provide 166 200 joule shocks (with one minute of CPR between shocks) or 103 360 joules shocks (with one minute of CPR between shocks) or 800 minutes of operating time.
- **Standby life (assuming daily tests only):** A new battery provides device power for 4 years if installed in device that is not used.
- **Replace battery indication:** At least 6 shocks and 30 minutes of operating time remain when first indicated.
- **Weight:** 0.3 kg (0.7 lb).

Electrode pads

- **Pads:** Can be used on both adult and paediatric patients.
- **Pads packaging:** User intuitive, rapid access electrodes.
- **Pads replacement:** Replace every 4 years or after each patient use.

Data storage

Memory type: Internal digital memory (flash RAM).

ECG storage: Minimum 60 minutes of ECG stored for two patient episodes.

Communications

Communications: USB

References

- 1 Physio-Control Internal Semi-Automatic AED Comparison Usability Study, August 2016.
- 2 Graham R, McCoy M, Schultz A. Strategies to Improve Cardiac Arrest Survival, A Time to Act. Institute of Medicine Report, 2015.

All claims valid as of October 2020.

For further information, please contact your Stryker representative or visit our website at strykeremergencycare.com

Emergency Care Public Access

AED users should be trained in CPR and in the use of the AED.

Although not everyone can be saved, studies show that early defibrillation can dramatically improve survival rates. AEDs are indicated for use on adults and children. AEDs may be used on children weighing less than 25 kg (55 lbs) but some models require separate defibrillation electrodes.

The information presented is intended to demonstrate Stryker's product offerings. Refer to operating instructions for complete directions for use indications, contraindications, warnings, cautions, and potential adverse events, before using any of Stryker's products. Products may not be available in all markets because product availability is subject to the regulatory and/or medical practices in individual markets. Please contact your representative if you have questions about the availability of Stryker's products in your area. Specifications subject to change without notice. The products depicted are CE marked in accordance with applicable EU Regulations and Directives.

Stryker or its affiliated entities own, use, or have applied for the following trademarks or service marks: ClearVoice, LIFEPAK, LIFEPAK TOUGH, QUIK-STEP Shock Advisory System, Stryker. All other trademarks are trademarks of their respective owners or holders.

The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.

10/2020

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CE Class IIb (0123)

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Toll free 800 442 1142
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Stryker European
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1101 CM Amsterdam
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Tel +31 (0)43 3620008
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APPENDIX E



3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
www.whitwickpc.org Tel: 01530459527 Parish Clerk: Sharon Kaye
Email: clerk@whitwickparishcouncil.gov.uk

COMMUNITY GRANTS AND DONATIONS POLICY **2026**

This Community Grants and Donations Policy was adopted by the council at its meeting held on 15th January 2026, minute number 26-016.

Purpose of scheme

Whitwick Parish Council will allocate a sum of money at the beginning of each financial year to assist local groups to undertake projects or activities of benefit to the community. The grant can be used for a number of purposes including community activities, environmental work, provision of community facilities, and recreational events or activities.

Who can apply?

Local groups and organisations are eligible to apply provided the money is to be used for the direct benefit of the parish or part of the parish, and to some or all of its inhabitants. Each application will be considered on its merits, and any grant or donation will be commensurate with the expenditure to be incurred. Evidence of the extent of services provided within the parish may be sought. When determining applications, the Council will have regard to section 137 of the Local Government Act 1972 except where an alternative regulation is more appropriate.

Those not eligible for a grant under this scheme

The following are not eligible for a small community grant:

- Profit making organisations.
- Individuals requesting funding for personal benefit (this includes sponsorship for charitable purposes, travel grants and educational purposes).
- Church groups requesting funding for activities of benefit to members only or to promote religious activities (applications for church repairs are eligible).
- Political parties
- For purposes that are the responsibility of statutory agencies.

However, any groups or organisations NOT eligible under this scheme can still make application direct to the Parish Council for a grant or donation funded by other means.

Grant limits

- Under normal circumstances the group or organisation will be expected to raise at least 25% of the total cost from other sources.
- Because the grant available is limited, a maximum of £250 per application will normally apply.
- If the Council considers that there are exceptional circumstances, then it can decide to exceed these limits.
- Only one grant will be given to any group or organisation, or for one particular purpose or event, in any financial year (1st April to 31st March), up to a maximum of 50% of the total annual grant funding budget.

Notes for applicants

Applications will be considered by the Council at an ordinary meeting. Therefore, applicants should allow a minimum of 6 weeks for an application to be processed. Applications will be dealt with throughout the year on a first-come first-served basis.

Under S.137(3) of the Local Government Act 1972, contributions may be made to any charitable body in furtherance of its work in the UK, or anybody which provides any public service in the UK.

How to apply

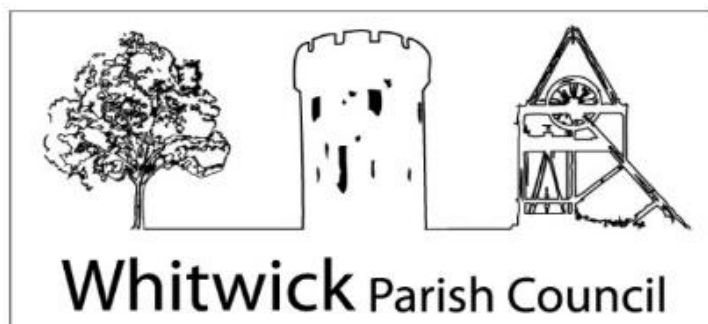
Application forms can be downloaded from this website or obtained from the Parish Clerk and should include quotations where appropriate. The Council may request additional information in order to consider applications and will, if requested, assist in providing details of alternative sources of funding or funding advice.

Expectation of the applicant

The successful applicant will be required to agree to the following conditions:

- To keep the Council informed of progress with the work or activity and to notify it if there are any problems achieving agreed objectives.
- To complete the work or activity for which a grant has been given within six months, unless agreed with the Council that an extension will be allowed.
- To confirm that the money has been spent in accordance with the grant application.
- To repay any unspent grant within eight months of the grant being made.
- To acknowledge the Councils assistance in publicity produced by the group in relation to the work or activity receiving funding.
- To agree to the Council publicising details of the grant.

APPENDIX F



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www.whitwickpc.org Tel: 01530 459527 Parish Clerk: Sharon Kaye
Email: clerk@whitwickparishcouncil.gov.uk

CIVIC PROTOCOL POLICY 2026

These Civic Protocols were adopted by the council at its meeting held on 15th January 2026,
minute number 26-017

1. INTRODUCTION

This Civic Protocol has been produced to assist the Chairman of the Parish Council and Vice Chairman to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking the civic role.

The Civic Role is also included, which assists the Chairman and Council staff to apply a consistent approach when dealing with issues connected to the civic function.

The object of the information is to try and ensure that your civic year runs as smoothly as possible.

Not all eventualities will be covered by this booklet but remember that assistance is always available at the Parish Community Office.

2. CIVIC ROLE OF THE PARISH COUNCIL CHAIRMAN

During the Civic year, the Parish Council Chairman acts as the civic figurehead of the Parish Council; first citizen of Whitwick, and primary representative of the Parish Council at any event, to which the Parish Council is invited to send a representative.

Duties which the Parish Council Chairman may carry out include:

- Organising events to raise funds for the council's or Chairman's chosen charity.
- Acting as host on behalf of the Parish Council at functions organised by the Parish Council.
- Attending functions within Whitwick, or on occasions outside the village, as a ceremonial representative of the Parish Council.
- Undertaking official openings or presentations within Whitwick on behalf of the Parish Council.
- Representing the Parish Council during the royal visits to the village.

When representing the Parish Council, the Parish Council Chairman will normally wear the Official **Chain** of Office. The Chain of Office will normally be worn at all official functions within the village, including when chairing full council meetings. The Ribbon of Office is also usually worn at functions outside of the village when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitations.

The Parish Council Chairman also has a number of statutory functions as set out below:

- If present at the Parish Council meeting, the Parish Council Chairman must chair the meeting.
- The Parish Council Chairman has a casting vote in the event of a tie.
- The Parish Council Chairman should ensure, together with the Parish Manager, that the Council makes legal decisions.
- The Parish Council Chairman has a duty to ensure the agenda is followed correctly.

3. APPROPRIATE DRESS

As the figurehead of Whitwick, the Parish Council Chairman maintains appropriate dress when representing the Parish Council.

The Parish Council Chairman is expected to wear smart clothing when undertaking duties on behalf of the Parish Council, unless doing so would be patently absurd. However, the parish council members should adhere to smart casual where possible at meetings.

A recommended rule of thumb is that; if the Parish Council Chairman is expected to wear their Ribbon of Office, then smart attire would be appropriate.

4. THE PARISH COUNCIL CHAIRMAN'S CHARITY

The Parish Council Chairman may nominate a charity to raise funds for during the Civic Year if they wish. The Parish Council Chairman may choose one main charity to support. A charity is only eligible to be the Parish Council Chairman's chosen charity once in each four-year election cycle.

The Parish Council Chairman should announce their chosen charity at the Annual Council Meeting of the Whitwick Parish Council or as soon as possible practicable thereafter.

Events and fundraisers for the Parish Council Chairman's chosen charity will be organised by the Parish Council Chairman with any voluntary support from fellow councillors or residents they may wish to encourage.

The Parish Council Chairman may normally expect the assistance of the Vice Chairman in organising fundraising events.

Funds raised for the Parish Council Chairman's charity will be accounted for by the Parish Clerk and disbursed to the chosen charity in one payment at the end of the civic year. Advice on financial procedures will be given by the Parish Clerk and need to be followed for transparency and scrutiny.

5. SUPPORT BY THE VICE CHAIRMAN

The Parish Councillor elected as Vice Chairman will support the Parish Council Chairman throughout the year by representing the Council if the Parish Council Chairman is unable to do so.

If the Parish Council Chairman is not present at a Council Meeting, the Vice Chairman must preside.

The Vice Chairman has no standing when the Chairman is present but assumes the precedence and standing of the Parish Council when they are deputising for the Parish Council Chairman.

Invitation to functions should not be sent to (or solicited by) a Vice Chairman.

All invitations should be sent for consideration by the Parish Council Chairman as first citizen, and, if the Parish Council Chairman cannot attend, it may be appropriate to 'pass down' an invitation. However, this should be by no means automatic or desirable. This will be handled by the Parish Clerk.

The Vice Chairman does not wear a civic insignia dedicated to that role.

6. REMEMBRANCE SUNDAY

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, which is on November 11th at 11am.

The Parish Council Chairman will, alongside the Member of Parliament and the Chairman of North West Leicestershire District Council (as appropriate), lead the civic party in any ceremony of Remembrance.

The Parish Council Chairman will wear their Ribbon of Office.

The Parish Council Chairman will present a red poppy remembrance wreath, on behalf of the Parish Council, at Remembrance Sunday events taking place within the environs of Whitwick Parish.

The Vice Chairman will attend the event as an ordinary Parish Councillor.

7. PURDAH

At the end of each four-year cycle the Parish Council's functioning moves into a period known as 'Purdah' when the council must act in a politically neutral fashion.

Where a Parish Council Chairman has expressly stated that they will not be standing for re-election they may continue to represent the Parish Council at any civic event falling within the purdah period.

Where a Parish Council Chairman intends to submit their nomination for election then they must cease attending civic events from the published date on which purdah commences (although they will be expected to continue to preside over Parish Council meetings).

Where an invitation is received for an event during the purdah period, the Parish Clerk may delegate the longest standing parish councillor who is not standing for election to deputise for the Parish Council Chairman.

Where all parish councillors have stated they will re-stand for election then all invitations to events should be declined by the Parish Clerk on behalf of the Parish Council.

8. BOOK OF CONDOLENCE

From time to time, predominantly at times of national loss, the Parish Council may be asked by an upper tier local authority (or at their own volition) to open a book of condolences which residents may sign.

Where a book of condolence is to be considered an appropriate location for its opening will be determined jointly by the Parish Council Chairman and Parish Manager, this is likely to be Park Hall. Similarly, the Parish Council Chairman and Parish Manager will agree times for opening when local residents may be able to sign the book. The times for opening will likely be 9am-1pm each day of the mourning period- allowing for some evenings and weekends.

The Parish Manager will publish the location and opening times for signing of the Book of Condolence on both social media and parish noticeboards.

Where a Book of Condolence has been opened it must be accompanied by a Parish Councillor, or other responsible persons, at all times. It will be the responsibility of the Parish Council Chairman to seek volunteers to accompany the Book of Condolence throughout the duration of opening hours.

Where appropriate help cannot be sourced, the Parish Council Chairman must accompany the Book of Condolence.

9. FLAG FLYING POLICY

The **St. George Flag** will be flown permanently from the parish council flagpole at the City of Dan, with the following exceptions:

- The **Union Flag** is flown at Half Mast on days of National Mourning (normally the death of a principal member of the Royal Family), from the day of the announcement to the day of the funeral.
- The Union Flag is NOT flown at Half Mast on Remembrance Sunday.

For 2026:

- The **Union Flag** will be flown at full mast from morning to dusk on:

| | |
|------------------------------------|---|
| 2 nd Monday in March | Commonwealth Day |
| 9 th April | His Majesty The King's Wedding Anniversary (2005) |
| 23 rd April | St George's Day (England) |
| 6 th May | Coronation Day (2023) |
| 17 th June | Official Birthday of His Majesty The King |
| 21 st June | Birthday, HRH Prince of Wales (1982) |
| 17 th July | Birthday of The Queen Consort |
| 8 th September | His Majesty The King's Accession (2022) |
| 2 nd Sunday in November | Remembrance Day |
| 11 th November | Armistice Day |
| 14 th November | Birthday of His Majesty The King (1948) |

The **Parish Council Flag** will be flown on other Civic Events of special significance, as delegated to the Parish **Clerk** and notified to staff and any Link Councillor.

| | |
|-----------------------------------|--|
| 3 rd Thursday in March | Annual Parish Meeting (PARISH COUNCIL FLAG) |
| 3 rd Thursday in May | Annual Meeting of the Parish Council (PARISH COUNCIL FLAG) |
| 4 th week in June | Armed Forces Week (ARMED FORCES FLAG) NB Flown for the whole week |

The **Parish Council Flag** will be flown at Half Mast as follows:

- Death of a serving Councillor, Past Chairman or Honorary Freeman of the Parish – On the day of the announcement of the death and on the day of the funeral.
- Death of present Chairman or Parish **Clerk** – From the day of the announcement of the death to the day of the funeral.

APPENDIX G



3A Market Place, Whitwick, Coalville, Leicestershire, LE67 5DT
www.whitwickpc.org Tel: 01530 459527 Parish Clerk: Sharon Kaye
Email: clerk@whitwickparishcouncil.gov.uk

COMPLAINTS PROCEDURE 2026

These Complaints Procedures were adopted by the council at its meeting held on
15th January 2026, minute number 26-018.

INTRODUCTION

Whitwick Parish Council is committed to providing a quality service to residents of the Parish and to anyone who deals with the Parish Council.

The Parish Council is determined to conduct its business in a fair and equitable manner and in the event that complaints arise, the Council will attempt to resolve them expeditiously and efficiently by correspondence or discussion. Should this prove to be unsuccessful in resolving a matter to everyone's satisfaction, a formal complaint may be made.

WHO TO COMPLAIN TO

Sometimes this complaint process is not the most appropriate route to address your concern. If this is the case, we may contact you and offer information or explain what process is open to you. All complainants in the first instance, whether seeking redress informally or formally, should be directed to the Parish **Clerk**, as the Proper Officer for the Council. The only exception would be if the complaint is about the conduct of the Parish **Clerk**, which should then be directed to the Chairman of the Council who is able to access professional advice for the council.

| Type of complaint | Complain to |
|--|--|
| Financial Irregularity | The Council's Auditor |
| Criminal Activity | The Police |
| Parish Councillor Conduct | Monitoring Officer of NWLDC |
| Lack of action by the Council, or poor standard of service | The Parish Clerk |
| Employee Conduct | The Parish Clerk or, if about the Parish Clerk the Parish Chairman |

DEALING WITH FORMAL COMPLAINTS TO THE PARISH COUNCIL

1. Anyone who is not satisfied with an initial response and wishes to escalate the matter to a formal complaint should do so by letter or e-mail clearly setting out the grounds of the complaint. This should be sent to the Parish **Clerk** or, if about the Parish **Clerk**, to the Parish Council Chairman.
2. The Parish **Clerk** (or Chairman) will acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council (or by the committee established for the purposes of hearing complaints). The complainant will be advised whether there are grounds for the complaint to be treated as confidential or whether it will appear on a public agenda.
3. The complainant will be invited to attend and address the meeting. They may be accompanied by a representative if they wish. Alternatively, it will be open to the complainant to make written representations should they prefer.
4. Seven clear working days prior to the meeting, the complainant will provide the Council with copies of any documentation or other evidence they wish to present in support of their case. The Council shall in turn provide the complainant with copies of any counter-

documentation or other evidence they wish to present in response and will do so promptly, allowing the complainant sufficient opportunity to read the material in good time for the meeting.

At the Meeting

5. The Council will consider whether the subject and grounds of the complaint warrant the exclusion of the press and public.
6. If present, the complainant or representative will be invited to outline the grounds for complaint and then answer any questions which may be posed by councillors or the Parish Clerk.
7. The Parish Clerk (or Chairman) will then respond on behalf of the Council and will answer any questions which may be posed by the complainant, a representative or councillors.
8. The Parish Clerk (or Chairman) and then the complainant will be given the opportunity to conclude with a summary of their position.
9. The Parish Clerk (or Chairman) and the complainant (and representative if present) will then be asked to leave the room while members decide whether the complaint is a valid one and, if so, what action should be taken to remedy it. If a point of clarification is necessary, both parties will be invited back.
10. Both the Parish Clerk (or Chairman) and the complainant (and representative if present) will then be asked to return to the room to hear the decision on the complaint which will be announced in public.
11. Should the decision be deferred to a subsequent meeting, both the Parish Clerk (or Chairman) and the complainant (and representative if present) will be invited to attend to hear the decision on the complaint which will be announced in public.

After the Meeting

12. The decision will be confirmed to the complainant in writing within seven working days together with details of any action to be taken.

SUGGESTIONS BY COUNCILLORS/STAFF

The Council will naturally over time want to develop and improve things for the Parish of Whitwick. The form at the end of this procedure is for councillors and staff of the parish council to highlight areas for improvement so that the parish council has an opportunity to address them. Please fill in the form as fully as possible and return it to the Parish Clerk.

ANONYMOUS OR VEXATIOUS COMPLAINTS

When taking details of a complaint, staff will always encourage callers to provide their identity in order for their complaint to be effectively processed. However, complaints may be made anonymously and will still be treated with the same degree of importance as set out in our procedure above. Anonymous complaints may be more difficult to investigate and therefore, in most cases will be recorded as informal complaints and investigated in order to try and identify possible areas for improvement. Not all complaints may be resolved to the satisfaction of both parties. The Parish Council will, through the Parish Clerk, endeavour to try and make things right and apologise if we are at fault. The Parish Council will not tolerate abusive or unreasonable behaviour whilst investigating your complaint and ask that our staff are treated with courtesy and respect.

A small minority of people may persist unreasonably with their complaints. This may be by:

- Continued complaints about the same issue for which they have already received a response.
- Frequent complaints about a number of issues.
- Frequent or abusive contact with our staff while complaints are being Investigated.
- Vexatious complaints targeted at individuals or others within the council or at parish councillors.

This can hinder our consideration of complaints and make it difficult to resolve genuine concerns. The Council will, through the Parish Clerk, take action as appropriate if it is considered to be receiving persistent/unreasonable complaints against the Council. Actions may include but are not limited to restriction of points of access, a consolidated and/or a limited number of replies, or in very severe cases legal action and withdrawal of service. If this action is used, the Parish Council will endeavour to notify the person in writing of the level of restriction and the length of time that it will be applied for.

| AREAS FOR IMPROVEMENT | |
|--|---|
| <p>The council doesn't get everything right all the time. There is a process of continuous improvement and development. This form is for the use of councillors and staff of the parish council to highlight areas for improvement so that the council has an opportunity to address them. Please fill in the form as fully as possible and return it to the Parish Clerk. Forms received will be considered at the council's next meeting (if received before the agenda is published).</p> | |
| Your Name: | Date: |
| Description of the issue: (Please provide as much detail as possible) | |
| Impact on the council: (Please state what you think will happen if this issue is not addressed) | |
| Remedy: (Please state what you think should be done to address this issue) | |
| Motion (by a councillor): (Please state the motion that you would put to the council to address this issue) | |
| Officer report: (To be completed by the Parish Clerk. Please state any law, regulation or procedure that relates to this issue) | |
| Office Use | Date of meeting at which considered: |
| Agenda Ref: | Motion – Passes / Failed (delete as appropriate) |
| For action by (person): | For action by (date): |

APPENDIX H



3A Market Place, Whitwick, Coalville, Leicestershire, LE67 5DT

www.whitwickpc.org Tel: 01530 459527 Parish Clerk: Sharon Kaye

Email: clerk@whitwickparishcouncil.gov.uk

MEMBER CODE OF CONDUCT 2026

These Member Code of Conducts were adopted by the council at its meeting held on

15th January 2026, minute number 26-019

BACKGROUND TO THIS CODE OF CONDUCT

This section sets out general interpretation and background to the Code of Conduct, including definitions used within the code, the purpose of the code, the principles the code is based on and when the code applies. It does not form part of the Code of Conduct itself and consequently does not contain any obligations for you to follow, as these are contained in the 'Code of Conduct' section below.

All councils are required to have a local Member Code of Conduct.

Definitions

For the purposes of this Code of Conduct, a “member” means a member or co-opted member of Whitwick Parish Council (‘the Council’).

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority.

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a member, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow members, Council officers and the reputation of the council and local government. It sets out general principles of conduct expected of all members and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of member and local government.

General principles of member conduct

Everyone in public office at all levels, i.e. all who serve the public or deliver public services, including ministers, civil servants, members and council officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles, which are set out in Appendix A.

Building on these principles, the following general principles have been developed specifically for the role of member, and these principles underpin the obligations in the Code of Conduct that follows.

In accordance with the public trust placed in you, you should:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of member.

In undertaking your role you should:

- impartially exercise your responsibilities in the interests of the local community
- do not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest.
- exercise reasonable care and diligence.
- ensure that public resources are used prudently in accordance with your Council's requirements and in the public interest; and
- uphold high standards of conduct, **always show leadership** and not misuse your position when acting as a member.

Application of the Code of Conduct

This Code of Conduct applies to you as a member or co-opted member of the Council. It applies as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you:

- act in your capacity as a member or co-opted member of the Council; and
- conduct the business of the Council (which, in this Code, includes the business of the office to which you are elected or appointed).

Where you act as a representative of the Council:

- on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- on any other body, you must, when acting for that other body, comply with this Code of Conduct, except insofar as it conflicts with any other lawful obligations to which that other body may be subject.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. It is your responsibility to comply with the provisions of this Code and to ensure all its obligations are met. You are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct which you are unsure of. Town and parish members are encouraged to seek advice from their Monitoring Officer or Parish Clerk (who may refer matters to the Monitoring Officer).

THE CODE OF CONDUCT

Standards of member conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a member. Should your conduct be perceived to fall short of these standards or the Nolan Principles, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

1.1 I will treat others member with respect.

1.2 I will treat council officers, employees and representatives of partner organisations and those volunteering for the council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas,

opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and notify them to the Council, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and council officers where concerns should be raised in line with the council's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1 I will not bully any person.

2.2 I will not harass any person.

2.3 I will promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a member:

3.1 I will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the council.

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

4.1 I will not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it.
 - ii. I am required by law to do so.
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the Council; and
 3. I have consulted the Monitoring Officer/Parish Clerk prior to its release.

4.2 I will not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I will not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1 I will not bring my role or Council into disrepute or conduct myself in a manner which could reasonably be regarded as bringing my role or Council into disrepute.

As a member, you are trusted to make decisions on behalf of your community, and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other members and/or the Council and may lower the public's confidence in your or the Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1 I will not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I will not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact

others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

As a member you need to be able to act impartially in the exercise of your responsibilities and ensure that you make decisions in the interests of the local community. You should therefore avoid any financial or other obligations to outside individuals or organisations whose influence may prevent you from acting impartially.

7. Use of Council resources and facilities

As a member:

7.1 I will not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones, ipads, dongles computers etc.
- transport
- access and use of council buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the council's own policies regarding their use.

8. Making decisions

As a member:

8.1 When reaching decisions on any matter I will have regard to any relevant advice provided to me by officers and professional third parties.

8.2 I will give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed.

8.3 I will make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on individual and independent merit

8.4 I will be as open as possible about my decisions and actions and the decisions and actions of the authority and will be prepared to give reasons for those decisions and actions, notwithstanding my other obligations under this Code.

To assist members in acting lawfully, officers may give advice from time to time. It is important that as a member you have due regard to any such advice given and consider it fully, even if (for good reason) you may choose not to follow that advice.

In making any decisions, giving reasons helps instil public confidence in the role of the member and can be a legal requirement in certain situations. You should ensure that you always give reasons in accordance with any specific requirements and having regard to the benefits of transparency generally.

As a member you must act impartially and not improperly seek to confer an advantage, or disadvantage, on any person. It is therefore important that when you are making decisions that involve choosing one party over another, that you do so based on independent merit. You should be open and transparent about the decisions that you have made and the actions of the authority.

9. Complying with the Code of Conduct

As a member:

9.1 I will undertake Code of Conduct training provided by my Council.

9.2 I will cooperate with any Code of Conduct investigation and/or determination.

9.3 I will not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

9.4 I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Council

10. Interests

As a member:

10.1 I will register and disclose my interests in accordance with the provisions set out in Appendix B

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, Council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix B, is a criminal offence under the Localism Act 2011.

The provisions of this paragraph 10.1 shall be applied in such a manner as to recognise that this Code of Conduct should not obstruct a member's service on more than one local authority. For the avoidance of doubt, participation in discussion and decision-making at one local authority will not by itself normally prevent you from taking part in discussion and decision-making on the same matter at another local authority. This is on the basis that a reasonable member of the public will see no objection in principle to such service or regard it as prejudicing a member's judgement of the public interest and will only regard a matter as giving rise to an interest which might lead to bias in exceptional circumstances.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer, or from the Parish Manager in the case of town and parish councils.

11. Gifts and hospitality

As a member:

- 11.1 I will not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.**
- 11.2 I will register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 11.3 I will register with the Monitoring Officer any significant gift or hospitality with an estimated value of at least £50 that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact the Monitoring Officer or Parish **Clerk** for guidance.

12. Dispensations

As a member:

- 12.1 I may request a dispensation from the Parish Council/relevant Committee for one meeting only.**
- 12.2 I must make the request in writing detailing what my interest is, why the dispensation is required and for what meeting.**
- 12.3 I must make my request 5 days prior to the meeting at which the dispensation is required.**

- 12.4 If I wish to make a further request for dispensation, this must be made to the Parish Council/relevant Committee.**
- 12.5 I will only be granted a dispensation where there are reasonable grounds for doing so and where such grounds are in the public interest.**

Appendix B sets out the situations where a member's personal interest in a matter may prevent them from participating in the decision-making process. In certain circumstances, however, there may be reasonable grounds to allow a member to participate in decision-making on that matter where it would be in the public interest to do so. Where you consider that there may be good grounds for you to continue to participate you should request a dispensation from the Monitoring Officer.

Appendices

Appendix A – The Seven Principles of Public Life The

principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for **doing so**.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Interests

1. Definitions

“**Disclosable Pecuniary Interest**” means any interest described as such in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#) and includes an interest of yourself, or of your Partner (if you are aware of your Partner's interest) that falls within the descriptions set out in the following table. A Disclosable Pecuniary Interest is a Registerable Interest.

| Subject | Description |
|--|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided, or works are to be executed; and (b) which has not been fully discharged. |
| Land and Property | Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member |

| | |
|----------------------------|--|
| | or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | Any tenancy where (to the member's knowledge)— (a) the landlord is the council; and the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| Securities | Any beneficial interest in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either— (i) The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/ her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial

Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

"Other Registrable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
 - (i) exercising functions of a public nature
 - (ii) anybody directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

"Registrable Interests" are interests that you are required to register in accordance with this Code of Conduct and include both Disclosable Pecuniary Interests and Other Registrable Interests.

"Non-Registrable Interests" are interests that you are not required to register but need to be disclosed in accordance with section 3.3.

A **"Dispensation"** is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and this Appendix B.

A **"Sensitive Interest"** is as an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.2 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest. In such circumstances you **must** disclose that you have an interest.

A matter **"directly relates"** to one of your interests where the matter is directly about that interest. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter “**affects**” your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

2. Registering Interests

- 2.1. Within 28 days of becoming a member or co-opted member or your re-election or re-appointment to office you must register with the Monitoring Officer any Disclosable Pecuniary Interests and any Other Registerable Interests.
- 2.2. Where you have a Sensitive Interest you must notify the Monitoring Officer with the reasons why you believe it is a Sensitive Interest. If the Monitoring Officer agrees they will withhold the interest from the public register.
- 2.3. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

3. Declaration at and Participation in Meetings

If you are present at a meeting and you have either a Registerable or Non-Registerable Interest in any matter to be considered or being considered, and the interest is not a Sensitive Interest, you must disclose that interest to the meeting (whether or not it is registered).

To determine whether your interest affects your ability to participate in a meeting, you must first determine what type of interest you have and, if necessary, go on to apply the tests as set out below.

3.1. Disclosable Pecuniary Interests

- 3.1.1. Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests:
 - a. you must disclose the interest.
 - b. not participate in any discussion or vote on the matter; and
 - c. must not remain in the room unless you have been granted dispensation.

3.2. Other Registerable Interests

3.2.1. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests:

- a. you must disclose the interest;
- b. may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.2.2. The provisions of paragraph 3.1.1 and 3.2.1 shall be applied in such a manner as to recognise that this Code should not obstruct a member's service on more than one local authority. For the avoidance of doubt, participation in discussion and decision making at one local authority will not by itself normally prevent you from taking part in discussion and decision making on the same matter at another local authority. This is on the basis that a reasonable member of the public will see no objection in principle to such service or regard it as prejudicing a member's judgement of the public interest and will only regard a matter as giving rise to a Personal Interest which might lead to bias in exceptional circumstances

3.3. Non-Registerable Interests

3.3.1. Where a matter arises at a meeting which **directly relates** to a financial interest or the well-being of yourself or of a friend, relative or close associate (and is not a Registerable Interest):

- a. you must disclose the interest.
- b. may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.3.2. Where a matter arises at a meeting which does not directly relate to but **affects**

- a. a financial interest or the well-being of yourself or of a friend, relative or close associate; or
 - b. a financial interest or wellbeing of a body included in those you need to disclose under Other Registerable Interests
- you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test in paragraphs 3.3.3 and 3.3.4 should be applied.

3.3.3. Where a matter under paragraph 3.3.2 **affects** the financial interest or well-being or body:

- a. to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision; and
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest;

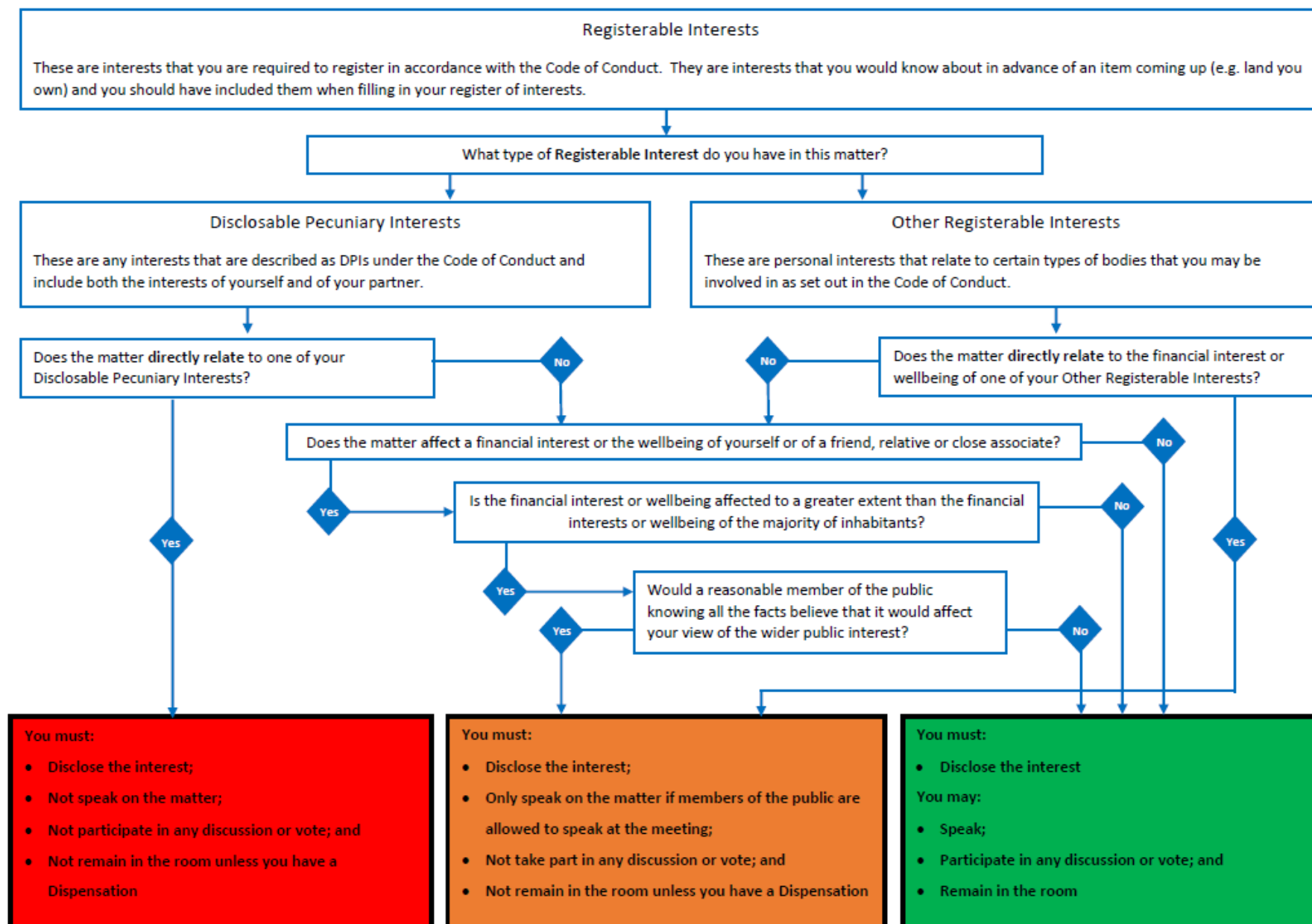
you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a Dispensation.

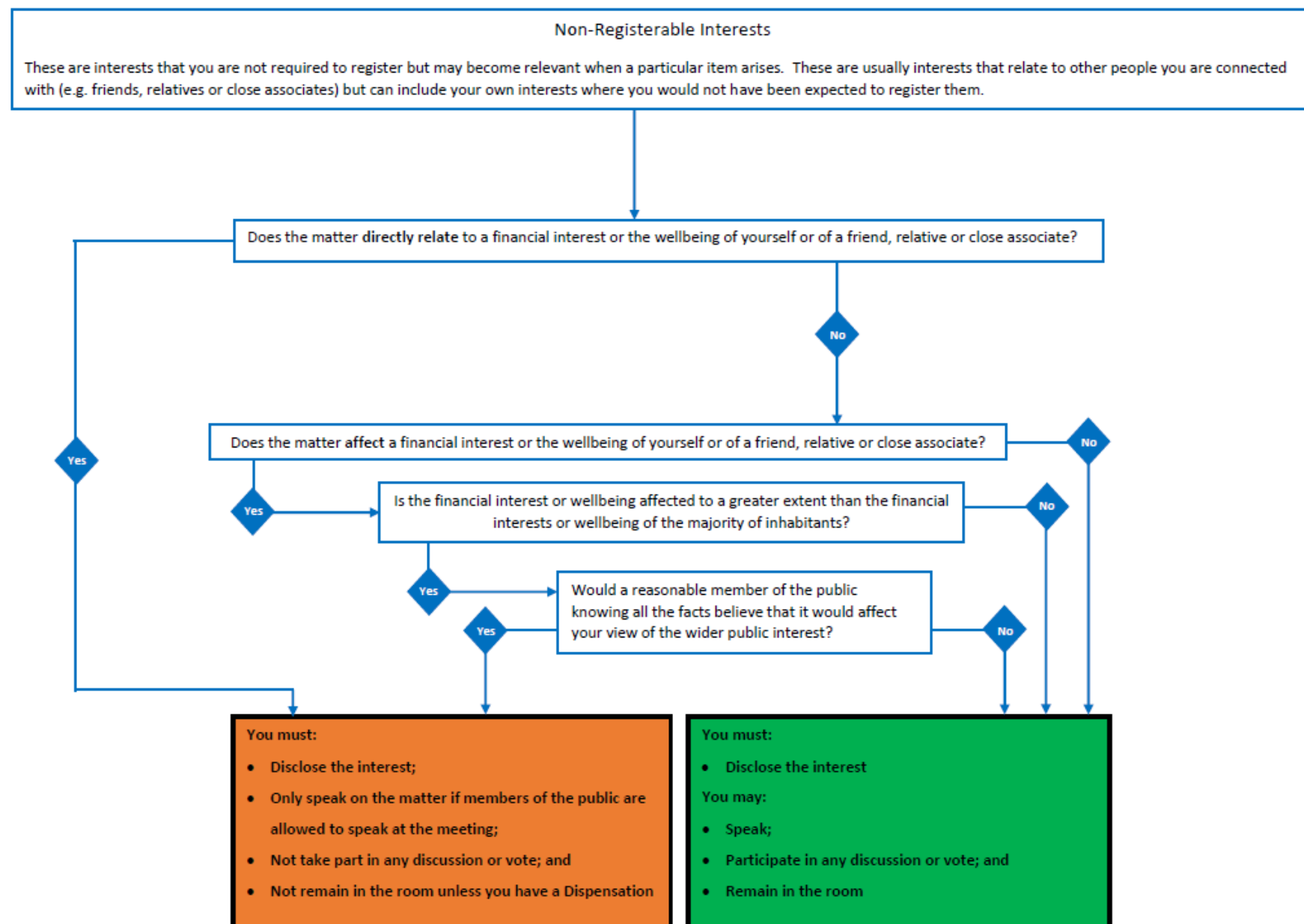
3.3.4. Where a matter under paragraph 3.3.2 does not affect the financial interest or well-being or body:

- a. to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision; and/or
- b. a reasonable member of the public knowing all the facts would not believe that it would affect your view of the wider public interest;

you may remain in the room, speak if you wish to and take part in any discussion or vote on the matter, provided you have disclosed your interest under paragraph 3.3.2.

4. ~~Single Member Decision Making~~ NOT APPLICABLE at Parish/Town Councils





Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An **authority's code** should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish member towards a Clerk should be made by the chair or by the parish council, rather than the Clerk in all but exceptional circumstances.

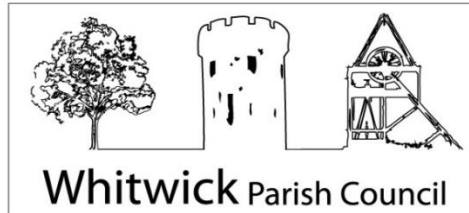
Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing its Model Code on an annual basis to ensure it is still fit for purpose.



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Email: clerk@whitwickparishcouncil.gov.uk Parish Clerk: Sharon Kaye

District Councillor Report: **MULTI-AGENCY FLOOD MEETING Friday 9th January 2026**

Author: Councillor Peter Moulton

Report Date: 13/01/2026

Email: cllr.peter.moulton@whitwickparishcouncil.gov.uk

The meeting was attended by:

Andrew Smallwood, Leicestershire County Council, Flood Risk Management

Debbie Payne, Leicestershire County Council, Environmental and Preventative Manager

Jonathan McGuinness, Severn Trent Water, Business Lead – Rivers and Flooding

Scott Burgin, Severn Trent Water

David Turnbull, Environment Agency

Amanda Hack MP

Elijah Bennet – Senior Caseworker

Cllr Peter Moulton – North West Leicestershire District Councillor / Whitwick Parish Councillor and Flood Action Link Councillor.

The meeting discussed the resilience plan for Whitwick and what that may entail. This would be organised in conjunction with Leicestershire County Council.

Cllr Moulton has asked the Environment Agency for details of the water course (the route of flow for the Grace Dieu Brook through the village), and also what mitigation measures the Environment Agency have in place along its route.

The Environment Agency have scheduled maintenance in place for Parsonwood Hill. It is a hydraulic system that holds the water back there in a large tank, and they can then slowly release the water into the brook, after levels have subsided.

The Environment Agency are looking into further measures for Whitwick, in their financial plan between 2025-2030 five year plan.

The more residents or Parish Councils report flooding incidents, the better data they will have for the plan.

Links for where to report flooding:

Link to where to report flooding-

Leicestershire County Council – Report a flood page:

<https://www.leicestershire.gov.uk/environment-and-planning/flooding-and-drainage/report-a-flood>

Following this initial meeting, a follow up meeting with residents of Whitwick will be arranged, with the venue of Whitwick Park Hall offered by Cllr Moulton.