



28th May 2026

To: The Members of the Property Management and General Purposes Committee

(Chair Cllr Tony Barker, Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Peter Moulton, Cllr Andy Roach and Cllr Ray Woodward)

Dear Chairman and committee members,

NOTICE OF EXTRAORDINARY PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MEETING

I hereby give notice that the next meeting of the Property Management and General Purposes Committee will be held at:

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

Thursday 4th June 2026 7pm

All members of the Committee 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.

Yours faithfully,

A handwritten signature in black ink, appearing to read "S. Colledge".

Cllr Sue Colledge
Chair

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

AGENDA

26-216 ELECTION OF CHAIRMAN FOR 2026/2027

To elect the Chairman for the 2026/2027 year.

26-217 APOLOGIES

To receive apologies for absence.

26-218 DECLARATIONS OF INTEREST

To receive any declarations of interest regarding any agenda items.

26-219 PUBLIC PARTICIPATION SESSION

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

26-220 THORNBOROUGH ROAD ALLOTMENTS

APPENDIX A

To receive a report from the Parish Clerk, with the Thornborough Road Allotments Society committee members in attendance, to answer any questions.

26-221 GROUNDS MAINTENANCE – PARK RANGER

To review the arrangements regarding the trial for the revised park ranger operational hours and system, with the grounds maintenance contractor present, to answer any queries.

26-222 GROUNDS MAINTENANCE – NEXT CONTRACT

To review the timetable for the next grounds maintenance contract tender process

26-223 MINUTES

APPENDIX B

To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 7th May 2026.

26-224 FUTURE AGENDA ITEMS

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

26-225 DATE OF NEXT MEETING

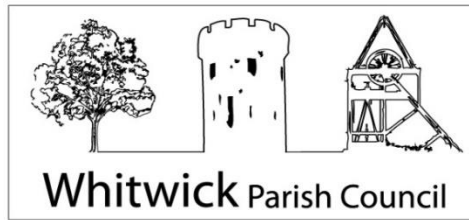
Thursday 2nd July 2026 7pm

Thursday 3rd September 2026 7pm

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.

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APPENDIX A

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

Tel: 01530 459527 Website: www.whitwickpc.org.uk

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

Parish Clerk Report: Thornborough Road Allotments

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

Report Date: 4th June 2026

A meeting was held on 23/4/26 with Property Management and General Purposes Committee members and Thornborough Road Allotment Society committee members. The agenda plus was forwarded to all committee members.

Thornborough Road Allotment Society secretary [REDACTED] confirmed the previous management agreement was correct and the last agreement in pla

The Property Management and General Purposes Committee Chair Cllr Anthony Barker then conducted the detailed management agreement review that had been prepared by the Parish Clerk. This was a line-by-line review of every item in the agreement.

The information required for the allotment association's annual accounts was then reviewed and a guidance document had been provided, which the treasurer [REDACTED] confirmed was understood.

The action required and timelines for this was then discussed as follows:

- a) Whitwick Parish Council deadline for completion of the tasks in the management agreement review and checklist is 28 days – Thursday 21st May 2026.

As the accounts should have been produced each year and presented at the AGM, the work should not be considerable.

Any assistance that is required, please contact the Parish Clerk.

I can confirm the association secretary has contacted me regarding public liability insurance at the site and that question has been answered, in that the association is responsible for obtaining public liability insurance as required in the management agreement.

A site visit was carried out to check off some items on the agreement compliance checklist provided as part of the agenda plus, on Thursday 28th May 2026 by Cllr Anthony Barker, Cllr Audrey Barker, Cllr Peter Moulton and Cllr Andy Roach. The Parish Clerk was unfortunately taken unwell that morning so was unable to complete the visit.

To date, no accounts or documentation has been received from the allotments association, so the Clerk cannot move forward with completing agreement years 2022-2023, 2023-2024, and 2024-2025, to get the documentation ready for audit.

No payment of allotment rent collected has been received either, for any of the three years.

Whilst the association were very accommodating at the meeting in April and said they had most of the information available, it is disappointing that we have received nothing as yet.

As such, we cannot progress with a new management agreement.

How would members now like to proceed?

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

Whitwick Parish Council Property Management and General Purposes Meeting

Thursday 7th May 2026 7pm **APPENDIX B**

Meeting Date: Thursday 7th May 2026

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

Meeting Start Time: 7pm

Councillors Present:

- Chairman Cllr Anthony Barker, Cllr Audrey Barker, Cllr Ray Woodward.

Officers Present:

- Hollie Seager, Deputy Clerk

Public Attendees:

- 0 members of the public in attendance

26-161 APOLOGIES

Cllr Casson – prearranged commitments

Cllr Moulton – prearranged commitments

Cllr Roach – Away on honeymoon

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker, members RESOLVED to accept the apologies.

26-162 DECLARATIONS OF INTEREST

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

- Whitwick Historical Group as a member

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

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

Cllr Anthony Barker – nothing appertaining to the agenda

26-163 PUBLIC PARTICIPATION SESSION

No members of the public present.

26-164 MINUTES

APPENDIX A

On the motion of Cllr Audrey Barker, seconded by Cllr Ray Woodward, members RESOLVED to approve the Property Management and General Purposes Committee meeting minutes for the 5th March as a true record, to be signed by the Chair.

26-165 ANNUAL MAINTENANCE TASKS

APPENDIX B

Report provided in agenda plus, item 26-165. No upcoming maintenance tasks in May / June 2026.

26-166 PARISH WARDEN INSPECTION REPORTS

APPENDIX C

Report provided in agenda plus, item 26-166.

Update provided to members regarding flooding manhole on footpath 0.12 (Tressall Road/Hilary Crescent) The Senior Technician of Highway Drainage and Flood Alleviation for Leicestershire County Council has met with a representative of Friends of Holly Hayes Wood week commencing 2nd March 2026. We received

an update on Tuesday 5th May 2026 that Leicestershire County Council had approved the works to be completed, and works are now scheduled and due to commence between 27th – 29th July 2026.

26-167 TRAS MEETING

APPENDIX D

Report provided in agenda plus, item 26-167.

Update provided to members. A meeting was held between Thornborough Road Allotment Society and Whitwick Parish Council on 23rd April 2026.

A list of what allotments annual accounts should contain has been provided to Thornborough Road Allotment Society.

Thornborough Road Allotment Society must submit their accounts and any further outstanding information requested to Whitwick Parish Council within 28 days of the meeting, which is Thursday 21st May 2026. Upon submission, the accounts will be initially checked by the Parish Council, they will then be sent to an external auditor, who is a professionally trained accountant to cross match the income received and expenditure and confirm the balance sheet is a true and accurate record.

Members were invited to attend a site visit to Thornborough Road Allotment Society on Thursday 28th May 2026 at 10am.

26-168 WHITWICK BOWLS CLUB SIGNED LICENCE AGREEMENT 2026

APPENDIX E

Members were informed that the 2026 Licence Agreement for Whitwick Bowls Club has now been signed by the Chairperson and Whitwick Parish Council.

26-169 ACCESS IRRIGATION SERVICE

APPENDIX F

Report provided in agenda plus for item 26-169.

Access Irrigation completed the spring service on Tuesday 17th March 2026.

Deputy Clerk and the engineer were present. The system has been re-filled for the season to start.

The engineer provided the deputy clerk with a demonstration on how to set the timers on the system in case additional timers needed to be added in instances of warm weather over the summer period.

26-170 TREE SURVEY

APPENDIX G

Report provided in agenda plus for item 26-170.

The tree survey commenced on 5th March 2026 and has now been completed.

There is a tree management strategy that Leicestershire County Council adopt that has been provided to us. It was sent to all members on 05.05.2026. This tree strategy is available for all members and public to access/read on the Leicestershire County Council website.

The outcome of the survey is as follows:

2 trees have been highlighted in 'priority 1' category – The work will need to be completed within 3 months of the reports being received. The trees are located on Hilary Crescent and Swannymote Road

40 trees have been highlighted in 'priority 2' category – The work will need to be completed within year of the reports being received. The trees are located on Ashford Road, Thomas Road, Stinson Way, Thornborough Road open space, Whitwick Park, Howe Road, Briers Way Footpath, Parsonwood Hill, Carr Hill Rock, Elsdon Close, City of Dan, Swannymote Road, Holly Hayes Road, Hermitage Road, North Street, Hilary Crescent.

9 trees have been highlighted in 'routine' category – The work will need to be completed within 3 years as part of regular maintenance.

The tree reports will be uploaded to our website for all members and members of the public to view.

Cllr Ray Woodward requested for it to be minuted that he had been approached by a resident located on Green Lane with a query regarding the trees that back onto their property situated at the back of Hermitage Road play area. The trees in question will have been reviewed and available to see in the reports. Any

works required to be completed on these trees will be done so in line with the recommended priorities outlined in the schedule provided by the horticultural specialist that carried out the survey.

26-171 FUTURE AGENDA ITEMS

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

26-172 DATE OF NEXT MEETING

Thursday 4th June 2026 7pm – PMGP Meeting
Thursday 2nd July 2026 7pm – PMGP Meeting

The Chair thanked members for attending.

Meeting Closed: 7.24 pm.

Chairman’s Signature:

Chairman Name:

Date Signed: