



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

Whitwick Parish Council Meeting Minutes **Thursday 26th March 2026 6pm**

Meeting Date: Thursday 26th March 2026

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

Meeting Start Time: 6pm

Councillors Present:

- Cllr Sue Colledge (Chair), Cllr Anthony Barker, Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Ray Woodward, Cllr Michael Wyatt.

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- 0 member of the public in attendance
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26-137 APOLOGIES

Cllr Briers – bereavement

Cllr Casson – family commitments

Cllr Gillard – illness

Cllr Moulton – attending a NWLDC meeting

Cllr Roach – work commitments

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

Council RESOLVED to accept the apologies.

26-138 DECLARATIONS OF INTEREST

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

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

Cllr Audrey Barker nothing to declare relating to the agenda items.

Cllr E Bennet declared a registerable interest in

- Foodbank
- Woodstock
- Flood resilience plan
- Agenda item 26-140 planning application (declared at agenda item)

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

- Whitwick Historical Group as a member

a **pecuniary interest and registerable interest** in

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

a **potential pecuniary interest** as

- The old Hermitage Leisure Centre site as an immediate neighbour

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

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

Cllr M Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council

Received and noted.

26-139 PUBLIC PARTICIPATION SESSION

No members of public present.

26-140 PLANNING APPLICATIONS

Cllr Elijah Bennett declared a registerable interest as a neighbour of the property in this application.

Reference: [26/00388/FUL](#)

Location: 52 School Lane, Whitwick, Coalville, Leicestershire

Proposal: Demolition of existing single storey side extension and rear conservatory extension and erection of two-storey side extension and single storey rear extension, replacement front porch extension and fenestration alterations to rear elevation

Received and noted. No objections were raised.

26-141 UK-SPF COMMUNITY GRANT SCHEME – BROADBAND AT PARK HALL

The Parish Clerk informed members that thanks to the help and support of our Community Focus officer Gillian Squires at NWLDC, we have been successful in our application for a grant for the costs of getting broadband installed and a mesh extender for Whitwick Park Hall.

The grant funds that should be received by the end of March is £2486.00, and I can confirm these have now been received.

Quotes for the broadband are currently being actioned which should be at a cost of approximately £40 a month.

Received and noted.

26-142 POLICIES UPDATE – CCTV POLICY

APPENDIX A, pg 5-8

No major amends had been made to the CCTV policy, which is applicable for the CCTV at the office only. Parish Manager changed to Parish Clerk.

This policy will be reviewed and revised when the CCTV has been installed at Whitwick Park and the SLA agreement received from NWLDC.

Cllr Colledge highlighted a mistake in the policy in the introduction section.

- Not transferred to countries with adequate protection.

This should read “inadequate” protection, not “adequate”.

Bullet point to be amended to:

- Not transferred to countries with “inadequate” protection.

On the motion of Cllr Sue Colledge, seconded by Cllr Ray Woodward,

Council RESOLVED to approve the 2026 CCTV Policy, with the bullet point in the introduction section being amended to “inadequate”.

26-143 POLICIES UPDATE - IT POLICY

APPENDIX B, pg 10-22

The Information Technology Policy has received a significant update. Our previous policy was 1 page on the back of the CCTV policy.

A new model IT policy was issued by NALC on 12th November 2025, and as such, our 2026 policy has been revised to incorporate the model IT policy.

There are many changes in this policy so members were advised to have considered this policy fully, as these changes will need to be implemented by staff and councillors to comply with our Cyber Insurance Policy as well as Assertion 10 in the AGAR.

More in depth training for staff and councillors will need to be actioned. Cllr Casson and the Parish Clerk will be reviewing this policy to create an action plan to ensure all members and employees are aware of and trained in their responsibilities to comply with the detail of this policy.

This is very important to protect the Parish Council from scams, hacking etc, and the Clerk is in no doubt that tighter controls will be introduced in the future.

Members then discussed the policy in detail.

Item 1.1.1. Computer use – Hardware:

Amend this section of the policy to be state “no personal use of council computer equipment”

Review the NALC model document and amend accordingly.

Councillor Bennett raised a query regarding multi-factor authentication on the email accounts.

The Parish Clerk confirmed that we need to now review using an external IT provider, with regards to this policy review, assertion 10 review and cyber insurance.

Item 2.2.2 Members discussed use of personal equipment to access council email accounts. The Parish Clerk highlighted this would then mean that council would have to provide IT equipment (laptop, tablet, phones) to Councillors, if this section of the policy was changed. This would have a significant cost impact. The Parish Clerk confirmed Councillor Casson (who works in this field), had sent through some concerns with regards to the policy, and some further review work that may be needed, especially to comply with the cyber insurance.

Members agreed that at present they would leave this clause the same.

The Parish Clerk confirmed the clerk, the deputy and the caretakers’ have a shared mobile at present. The clerk and deputy have laptops.

Section 3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

The Parish Clerk confirmed she was not aware that this had been offered to any employees or ever been actioned.

Members agreed this should be done and so the Parish Clerk will update the relevant employees so this can be carried out and records kept.

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

Council RESOLVED to approve the 2026 IT Policy and for eye tests to be arranged every 2 years for all employees using display screen equipment, to comply with regulations.

26-144 POLICIES UPDATE – FOI PUBLICATION SCHEME

APPENDIX C, pg 24-29

No major changes made to the policy structure or content.

Fee charges increased from 10p per photocopy to 50p based on 1 minute of time being 42p cost, plus the cost for the paper, ink and wear and tear on the printer.

Hourly rate for information provided outside of the scheme increased from £17.50 to £25.00, to cover the cost of administration of this service.

Any member of public wishing to have copies of information under the scheme must be told these costs and this policy will be uploaded onto the website for the costs to also be publicly available.

On the motion of Cllr Sue Colledge, seconded by Cllr Ray Woodward,

Council RESOLVED to approve the 2026 Freedom of Information Publication Scheme.

26-145 POLICIES UPDATE – MEDIA POLICY

APPENDIX D, pg 31-33

No major changes to the media policy, just changed Parish Manager to Parish Clerk.

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

Council RESOLVED to approve the 2026 Media Policy.

26-146 POLICIES UPDATE – WEBSITE PRIVACY POLICY

APPENDIX E, pg 35-37

No changes were made to this policy.

On the motion of Cllr Sue Colledge, seconded by Cllr Audrey Barker,
Council RESOLVED to approve the 2026 Website Privacy Policy.

26-147 POLICIES UPDATE - SAFEGUARDING POLICY **APPENDIX F, pg 39-50**

No changes had been made to the policy.

There are a lot of references in this policy to Leicestershire Safeguarding that the Parish Clerk had not tested or checked are current.

Do any members remember the advice or guidance taken when producing this policy? Members did not remember but the Clerk determined it was from an LRALC policy template.

In item 3 on page 44 of the agenda plus, it says speak to your safeguarding lead. The Parish Council wanted to then allocate someone to be the safeguarding lead, for which the Parish Clerk was nominated. Cllr Sue Colledge suggested that the policy appendix section Promoting Good Practice starting on page 47 of the Agenda Plus, was a very useful guide for members and staff, and suggested that it was sent to everyone, to keep as a handy reference guide

The Parish Clerk suggested this document should also be part of the staff and councillor induction training programme.

Cllr Sue Colledge referenced page 49 of the agenda plus, which was the First Aid and Treatment of Injuries section. She asked who of the staff was first aid trained. The Parish Clerk confirmed no staff had been on any first aid courses arranged by the council. With the size of the office premises and number of staff, an appointed person and access to a first aid box was sufficient.

One caretaker is first aid trained from previous employment.

Due to the nature of our responsibilities, with the large areas of land and public users, as well as hired facilities, it would be appropriate for our staff to be trained in first aid. The training needs to be renewed every 3 years.

Parish Clerk to find out the costs of this training and bring it back to council for approval, on a future agenda. Cllr Audrey Barker asked about First Aid boxes and were they regularly checked. The bandages and dressings go out of date. The Parish Clerk confirmed we did have first aid boxes at the office and hall and that it is being added to the staff task lists that they are checked monthly. She confirmed she had previously provided staff with a contents checklist.

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

Council RESOLVED to approve the 2026 Safeguarding Policy, nominating the Parish Clerk as the Safeguarding Lead, and with First Aid Training to be costed for approval, for all staff to attend the training.

26-148 POLICIES AND PROCEDURES UPDATE – LONE WORKING POLICY

APPENDIX G, pg 52-55

No major changes had been made to this policy for review. The Parish Clerk confirmed that a further review and update will be carried out as there is an August 2024 NALC model template still to adopt.

The Clerk also had concerns as there were staff issues with this policy not being complied with – external site visits not being recorded or reported to the Parish Clerk, supplied mobile phone not being used, especially when out of the office meeting contractors, office staff not using the intercom system before answering the door, allowing people into the office outside of opening hours, when only one person was in the office, all of which need to be addressed, as part of a review of the risk assessment and policy. Further training also needs to be provided to staff to ensure they understand their role in this policy.

Members agreed to defer approval of the lone working policy, as a further review and training required before it can be adopted.

Received and noted.

26-149 POLICIES AND PROCEDURES UPDATE – LONE WORKING RISK ASSESSMENT

APPENDIX H, pg 57-59

A further review of safety procedures at both premises will be required, after training is given to all employees and feedback received.

Members agreed to defer approval of the lone working risk assessment, until a further review and training had been carried out with staff.

26-150 GDPR

To receive an update from the Parish Clerk about GDPR and training for staff and Councillors

The Parish Clerk confirmed GDPR training had been arranged for all office staff.

Training to be completed on induction going forward and then reviewed every 2 years.

Recommendation from the Parish Clerk that a training session is organised for Councillors, which members agreed would be a good idea.

Received and noted.

26-151 CYBER SECURITY

The cyber insurance has now been actioned.

There is a risk assessment provided as part of the insurance, which requires some attention.

Cllr Casson and the Parish Clerk will be reviewing this and resolving the flagged issues.

We will also be reviewing the terms and conditions of the policy, to ensure our IT policies and practices comply with the policy.

Members will be updated of any action required.

Received and noted.

26-152 AUDIT

The Internal Audit Terms of Engagement has been completed and the invoice paid. I am awaiting contact from the internal auditor we are allocated.

Documentation has been received from Moore for the external audit, with the AGAR forms now available as of today.

I will be working through the 2025 Practitioner's Guide in April, to verify all work has been completed and documentation published, prior to completing the finance year end and the internal audit.

Assertion 10 is new this year, which we may not fully comply with as yet as we have not had our new website built. This is approximately a 10 week project timeline once started. As we already have .gov.uk emails set up we will comply with that, but one councillor still has not had his actioned on his own device so I will be chasing that up this month.

Received and noted.

26-153 ASSET REGISTER

APPENDIX I

Additions to the asset register provided to members.

Any individual item over £250 should be added, and a payments report was provided to members with all proposed assets to add to the asset register.

£185,437.22 was the total assets for year ending 2025.

£21,603.10 to be added for this year.

£207,040.32 will be the new total for year ending 2026.

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

Council RESOLVED to approve the updated asset register with a closing value of £207,040.32 for the year ending 31st March 2026.

26-154 COMMUNITY PROJECTS – FLOOD RESILIENCE PLAN

Working Party to be set up – Cllr Peter Moulton as the link councillor and Cllr Elijah Bennett volunteered to help.
 For the working party, they need an action plan created, the event date is to be agreed with LCC Flooding team.
 Invite local residents and supporting organisations.
 Flooding areas of concern:
 Talbot Lane, Cademan Street (opposite open land, and at bottom by KCR garage, Castle Street, Grace Dieu Road,
 Work is being carried out in July by Severn Trent.
 The Flood Warden Scheme was also discussed.

The Parish Clerk has also applied for the flooding grant with LCC, which should help with resources if we are successful.

Received and noted.

26-155 COMMUNITY PROJECTS – SCHOOL PARKING PLAN

School parking issues were discussed as some councillors have been contacted by one of the governors at Whitwick St John The Baptist Primary School, asking for our assistance. This issue has been raised many times before with the parish council.
 Councillor Anthony Barker volunteered to help with this issue if a working party is set up,
 Work with the County Council and see whether enforcement can be actioned more.

Received and noted.

26-156 COUNCIL MEETING MINUTES

This item was deferred.

26-157 FINANCE – PAYMENTS TO APPROVE

To approve payments to be made for March and April 2026, as shown below, plus any additional later scheduled payments.

APPENDIX L

Additional payments were stated starting from transaction number 397 to 402, updated on 26/3/26, as follows.

New total to be approved is £1077.34

3 additional invoices also included in payments to approve:

Clerk expenses £19.09 for consumables - refreshments

1st Ibstock Scout Band £400 for remembrance parade

James Hallam Council Guard £645.36 for Cyber Insurance.

Voucher	Date	Payment Ref	Description	Supplier	Total to pay
			MARCH 2026		
397	13/03/2026	BACS	Scribe Bookings	Starboard Systems Limited t/a Scribe	-48.00
398	31/03/2026	DD	Bank Charges Feb26	Unity Bank	14.20
399	24/03/2026	DD	Mobile phones Feb26	SCG Cloud Ltd	46.69
			APRIL 2026		
	01/04/2026	DD	Software Accounts	Starboard Systems Limited t/a Scribe	93.60
				GRAND TOTAL=	106.49

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

Council RESOLVED to approve the payments to be made for March 2026 as provided, for the total of £1077.34.

26-158 PARISH CLERK REPORT

Policies Review Update:

A significant review of Parish Council policies has been carried out over the last year, as many had not been reviewed since 2022.

Further work is still required to ensure all NALC model templates have been adopted and personalised to the Parish Council. There has been a full suite of HR templates updated late 2024 which need to be reviewed and adopted as appropriate.

Induction training will need to be updated for new staff and Councillors.

Training will also need to be carried out for staff and Councillors and action plans created to ensure we are complying with each policy. Some of this training may be internal and some may need to be external. Whilst I appreciate all members are volunteers, it is important for the professionalism of the Council as well as your legal responsibilities as employers, that members support and attend the training as requested.

An in-depth review and action plan of safe working practices will also need to be carried out, to ensure all items raised in our risk assessments have been addressed.

Received and noted.

Changes to Town and Parish Councils consultation - Monday 15 December to Saturday 7 February

Initial consultation received and forwarded to members for Thringstone and Coalville. Ashby & Blackfordby and Ibstock were also doing the consultation.

Email received from Democratic Services on 25/3/26 with 5 year projection figures for Whitwick.

Members were asked to respond individually.

The Parish Council did not respond within the initial consultation deadline.

Some councillors had responded independently.

Cllr Wyatt – declared he is the chair of the working party overseeing it so wanted that noting that he had declared this interest.

Cllr Anthony Barker said he was quite happy for Thringstone to become part of Whitwick. Cllr Colledge said that on the previous discussions Thringstone had not wanted to become part of Whitwick.

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

Council RESOLVED to record our official response to be submitted “As a parish council, we feel it is more logical for Thringstone to become part of the Whitwick Parish Council, than to join with a council that is not connected physically.

26-159 DATE OF NEXT COUNCIL MEETING

Thursday 30th April 2026 6pm-8pm Annual Parish Meeting at Whitwick Park Hall – all councillors invited

Thursday 21st May 2026 7pm Annual Council Meeting at Whitwick Park Hall

Received and noted.

26-160 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 and wished the Clerk a good holiday.

Meeting Closed: 7.00 pm.

Chairman’s Signature:

Chairman Name:

Date Signed: