



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

Property and General Purposes Committee Meeting Minutes **Thursday 4th June 2026 7pm**

Meeting Date: Thursday 4th June 2026

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

Meeting Start Time: 7.00pm

Councillors Present: Chair Cllr Anthony Barker, Cllr Audrey Barker, Cllr Elijah Bennett, Cllr Ray Woodward.

Officers Present: Sharon Kaye, Parish Clerk

Public Attendees: 3 members of the public in attendance

26-216 ELECTION OF CHAIRMAN FOR 2026/2027

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

Members RESOLVED to approve Cllr Anthony Barker elected as Chair of the Property Management and General Purposes Committee for the 2026-2027 term.

26-217 APOLOGIES

Cllr Peter Moulton – prior arrangements.

Cllr Roach – absent.

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

Members RESOLVED to accept the apologies.

26-218 DECLARATIONS OF INTEREST

Cllr Anthony Barker had nothing to declare.

Cllr Audrey Barker had nothing to declare.

Cllr E Bennet 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

26-219 PUBLIC PARTICIPATION SESSION

3 members of public present. No issues were raised.

26-220 THORNBOROUGH ROAD ALLOTMENTS

APPENDIX A

No members of the Thornborough Road Allotments Society were present.

Members received the following report from the Parish Clerk:

The following report has been forwarded to members today for their perusal:

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 Martin Websell confirmed the previous management agreement was correct and the last agreement in place.

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 Peter Woods confirmed was understood.

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

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 yet.

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

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

Members RESOLVED to ask the Parish Clerk to write to the Thornborough Road Allotments Society, giving them 30 days to provide the management agreement information and payments as previously requested. If this is not received, then the Parish Council will be asking the allotments society committee to stand down. If a new committee is not found to sort the outstanding issues out, then the Parish Council will have no choice but to hand the site back to the landlord.

26-221 GROUNDS MAINTENANCE – PARK RANGER

The Parish Clerk had forwarded the minutes of the meeting held on the 19th of August 2025 between the Parish Clerk and JR Landscaping, and the subsequent operational review recommendations, to members on 22nd May 2026, which had previously been presented for review at the Property Management and General Purposes Committee meeting last year.

A trial was agreed for the ranger service due to recruitment issues for the role, with a review recommended, so JR Landscaping and their team had come to talk to the committee about how the revised ranger service has been working.

The team reported there had been significant increases in litter with the warmer lighter evenings. They also had concerns about the increased anti-social behaviour in the park. The tennis court netting had been cut in two places and bolt cutters used, which Cllr Barker had kindly attended to. Issues with the car park being used overnight were also mentioned.

The Parish Clerk informed the grounds maintenance team that CCTV would be installed very soon which would hopefully help, but she encouraged the team to report any anti-social behaviour incidents to the office so they could be recorded, and reported to the police, as well as any issues affecting residents.

The rangers confirmed that the member of staff locking up the main vehicle gates was still carrying out a full visual inspection of the park, facilities and car park, as well as collecting any rubbish, prior to locking up.

Members were happy for the new ranger system to continue.

Received and noted.

26-222 GROUNDS MAINTENANCE – NEXT CONTRACT

The Parish Clerk confirmed the current agreed contract term expires on the 31st of March 2027.

The Parish Council will have to advertise the contract on Contracts Finder, due to the value of the contract.

The contract will need to be scrutinised, amended, and approved prior to advertisement.

However, the grounds maintenance team had since informed the clerk that there was an option for the contract to continue for an additional 2 years. The clerk confirmed she would check what had been approved previously by the committee and council, and what was contained within the contract with regards to the term.

The clerk also informed members and JR Landscaping that she was aware of issues with the original contract in terms of pricing, as well as areas and tasks that had been missed out of the contract.

Members requested that for the next Property Management and General Purposes Committee meeting in July, that an item be added to the agenda for a working party to be formed to assist in reviewing the contract.

JR Landscaping also offered to review the current contract and would then have recommendations to discuss with the working party once it was formed. These suggested amendments would then be brought to the September Property Management and General Purposes Committee meeting, for members to review, with the hope that a final approved contract could be ready for the November Property Management and General Purposes Committee meeting, ready for 2027-2028 Full Council budget discussions.

Received and noted.

26-223 MINUTES

APPENDIX B

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker,
Members RESOLVED to approve the Property Management and General Purposes Committee meeting minutes from the 7th of May 2026 meeting, as a true record, and to be signed by the Chair.

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

The Chair thanked members for attending.

Meeting Closed: 7.38pm.

Chairman’s Signature:

Chairman Name:

Date Signed: